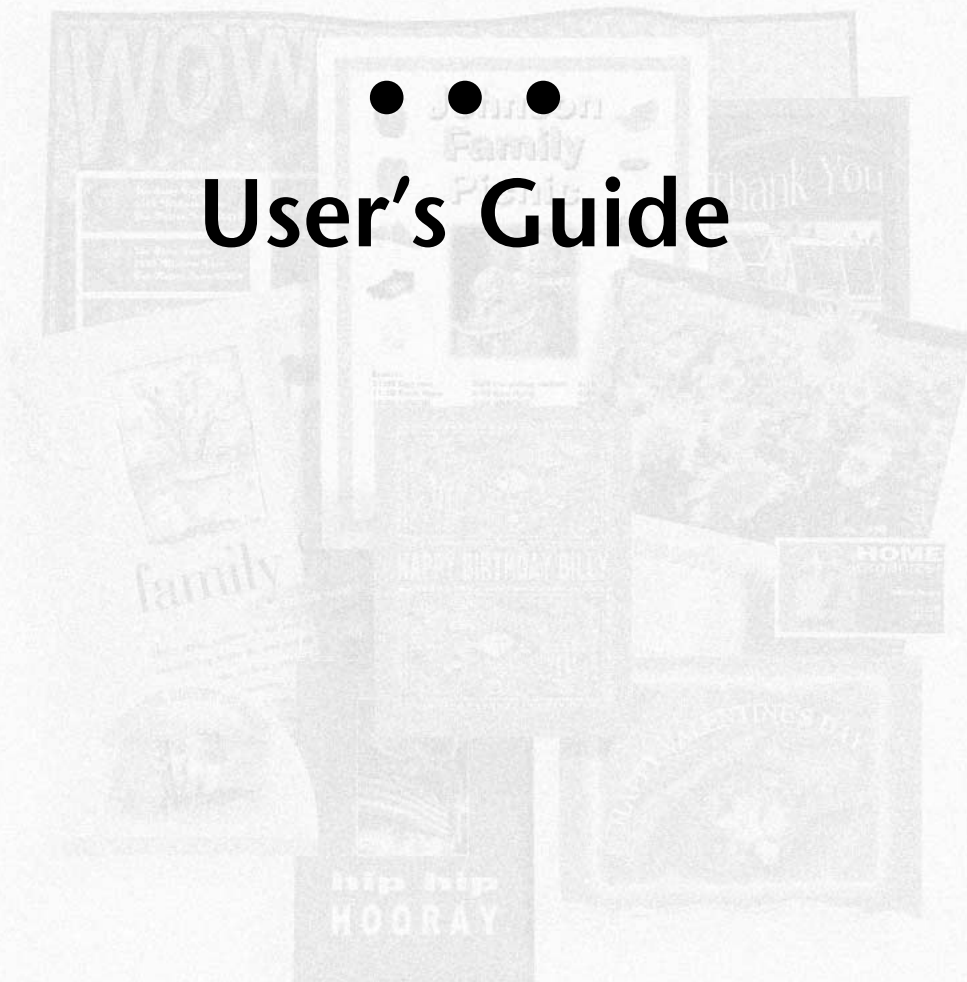


# The Print Shop® 7.0

## • • • User's Guide





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# Getting Started

The **Print Shop**



## Welcome to The Print Shop 7

*The Print Shop®* is the most comprehensive and complete desktop publishing package you can get. Using it you can create almost any document you can think of—notes, greeting cards, calendars, postcards, and more—all enhanced by beautiful graphics and photos. *The Print Shop* provides you with templates and ready-made, predesigned QuickStart Layouts so that you can begin creating signs, banners, certificates, labels, and many other documents. You can also create your own original designs by starting from scratch on a blank screen.

*The Print Shop* is the premier school and home publishing tool. You can easily create, edit, print, and send high-quality personal correspondence and documents. And now you can use the Photo Workshop to edit and enhance your imported photos.

## The Print Shop 7 System Requirements

### Windows

Minimum System Requirements:

- Windows® CD-ROM
- System Configuration: May require minor adjustments to the configuration of your operating system and/or updates to the hardware component drivers.
- Windows 95/98/NT/2000/Me
- 90MHz Pentium® processor or faster
- 16MB RAM; 32MB RAM recommended
- 500MB hard disk space
- 2X CD-ROM drive or faster
- 640X480 monitor, 256 colors; High and True Color supported
- Printer support: Works with most popular printers (monochrome and color supported by Windows)
- Modem (optional)

### Macintosh

Minimum System Requirements:

- OS 8.1 or higher
- Power PC 120 MHz processor or faster
- 32 MB of RAM or higher
- 792 MB hard disk space
- 800 x 600 display, 16-bit color
- CD-ROM drive
- Printer Support: Works with most popular color and black & white printers





In the interest of product improvement, information and specifications represented here are subject to change without notice.

## Installing the Software

### Windows

#### To install The Print Shop 7

- Begin at the Windows desktop.
- Insert *The Print Shop 7 CD* into your CD-ROM drive.

**The Print Shop 7** startup window appears.

- Click the **Install** button and follow the on-screen instructions to install *The Print Shop 7*.

If **The Print Shop 7** startup window does not appear automatically on screen, install the program manually:

- Click the **Start** button on the taskbar and choose **Run**.
- Type **D:\SETUP.EXE** in the line labeled **Open**. (If your CD-ROM drive uses a letter other than **D**, substitute that letter for **D**.)
- Click **OK** and follow the on-screen instructions to install *The Print Shop 7*.

#### To Run The Print Shop 7

- Begin at the Windows desktop.
- Click **Start**, point to **Programs**, and then click **The Print Shop 7**.
- Click **The Print Shop 7** to start the program.

### Macintosh

#### To install The Print Shop 7

- Double click the Installer icon and follow the on-screen instructions.

#### To remove The Print Shop 7

If you need to remove *The Print Shop 7*, begin at the Windows desktop. Click the **Start** button, point to **Settings** and click **Control Panel**. Double-click the **Add/Remove Programs** icon. Click the **Install/Uninstall** tab, and select **The Print Shop** from the list of programs. Click the **Add/Remove** button and then click **Yes** to remove the program. Click **OK** to clear the screen.

To remove *The Print Shop 7* for Macintosh, locate **The Print Shop 7** directory and drag it to the Trash.

*Note: If you already have The Print Shop 6.0 installed on your computer, it is highly recommended that you uninstall it before installing The Print Shop 7.*



## About This Manual

You can use this manual as a reference guide by scanning the table of contents for main topics, or you can consult the index for specific information.

- **Getting Started** gives you an introduction to some of the basic concepts of working with your desktop publishing set. An extensive section devoted to the *The Print Shop* Help system is also provided.
- **Using The Print Shop 7** is your introduction to this edition of *The Print Shop*. It describes how to create projects such as greeting cards, signs, photo pages, banners, and more.



## Starting Your Application

### Windows

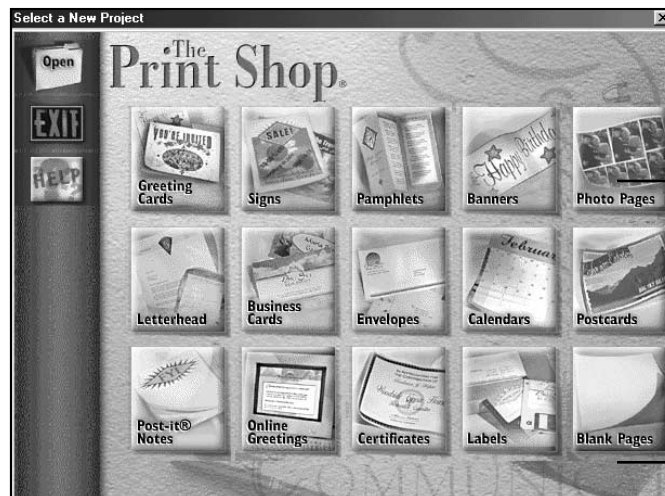
To begin *The Print Shop*:

1. Click the **Start** button on the Windows taskbar.
2. Highlight **Programs**, and select **The Print Shop 7**.
3. Click **The Print Shop** menu item to launch the program. You can launch each *The Print Shop* application from this location as well.

### Macintosh

1. Open *The Print Shop* folder on the hard drive.
2. Click on **The Print Shop 7** icon in the folder.
3. This will launch the program. You can launch each *The Print Shop* application from here.

When you start *The Print Shop*, the **Select a New Project** screen appears—this is your gateway to all *The Print Shop* projects and applications. You can select from any of the project types displayed to open and begin creating a project.



The Print Shop projects. Click a button to begin a project.

Select a New Project screen



Click to open previously created and saved *Print Shop* projects.

Click to close all projects and exit *The Print Shop*.

Click to open *The Print Shop* Help. Search for and find information about a topic in *The Print Shop*.



## How to Use The Print Shop 7 Help System

As you use *The Print Shop*, Help is always just a click away. If you have questions or problems, or simply need more information about a procedure, you can get the answers you need in several easy-to-use ways:

- **On-Screen Help** – You can get on-screen assistance throughout the program. On-screen help is available on the **Help** menu and by using the **Help** button in many dialog boxes.
- **Help Button** – This button appears in most dialog boxes and takes you directly to the on-screen Help information for that dialog box.
- **Tool Tips** – Short, informative names that appear when you place your pointer over most elements of the Design Desk.

For more information about where to locate Help on the Design Desk, see *Introducing the Design Desk*.

### Help Menu

The commands on the **Help** menu lead you to the different types of on-screen help available in *The Print Shop*.

#### Using Help

The **Using Help** command on the **Help** menu offers assistance in searching for a topic in on-screen help. Choose the appropriate Using Help command to get information about:

- How to Use the Help System
- Navigating the Help System
- Finding Specific Help Topics
- Using the Find Setup Wizard

#### Contents

The **Print Shop Help Contents** screen appears which organizes the Help information into major groupings. You can get more specific information by selecting a topic within the group.

- **The Basics** – Covers selecting a project, the Design Desk, design options, and more.
- **Toolbars and Menus** – Tells you about the Standard toolbar, the Object toolbar, the Text toolbar, and the Color toolbar. Gives you information about all *The Print Shop* menus, their commands, and submenus.
- **Working with Graphics** – Gives you a list of help topics concerning working with graphics, such as adding, moving, and resizing.



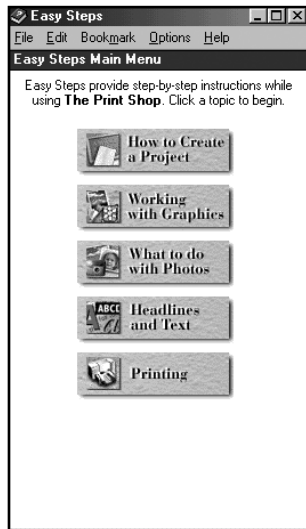
- **Working with Headlines and Text** – Gives you a list of help topics concerning working with headlines and text, such as formatting and inserting special characters.
- **Photo Features** – Explains how you can edit and manipulate graphic images in a wide variety of ways.
- **Additional Features** – Covers important information such as printing, keyboard shortcuts, and preferences.

## Using Easy Steps

Easy Steps are short, step-by-step on-screen instructions that describe how to perform a variety of procedures within *The Print Shop*. Easy Steps are available on the **Help** menu on the Design Desk.

1. Select **Easy Steps** from the **Help** menu.

A list of topics appears that will take you to Easy Steps topics.



2. Click a main topic.

When you select a main subject, a comprehensive list of topics concerning the main subject appears for you to choose from.

3. Click a topic.

Easy step-by-step instructions appear to lead you through the topic that you selected.



## Contacting Technical Support

To contact Technical Support, please refer to the School Customer Service Information card, included with this product.

## Introduction to Desktop Publishing

Using *The Print Shop* family of products, you have all the tools you need to use your computer to design and create distinctive documents that combine text, graphics, and photos in your own unique style. The following sections introduce you to the basic desktop publishing components available to you when you use *The Print Shop* products.

For information about where to find the toolbars and the dialog boxes described, see *Introducing the Design Desk*.

## Working with The Print Shop Graphics

*The Print Shop* contains thousands of graphics and photographs, which are an important part of your projects. Clicking the **Insert Graphic** button opens the **Select a Graphic** dialog box, in which you can search for a graphic by category or keyword and by graphic type.

### Graphic Types

By default, *The Print Shop* displays all graphic types. However, you can always select the type of graphic you want for your project. The types available are:

- Square – The standard square-shaped graphic.
- Column – A vertical, rectangle-shaped graphic.
- Row – A horizontal, rectangle-shaped graphic.
- Photos – *The Print Shop* premium photographs.
- Fine Art – Elegant art that is perfect for greeting cards.
- Import/ClickArt – Import any image, graphic, or your own personal photo to use in your project.


### Inserting Graphics into Your Project

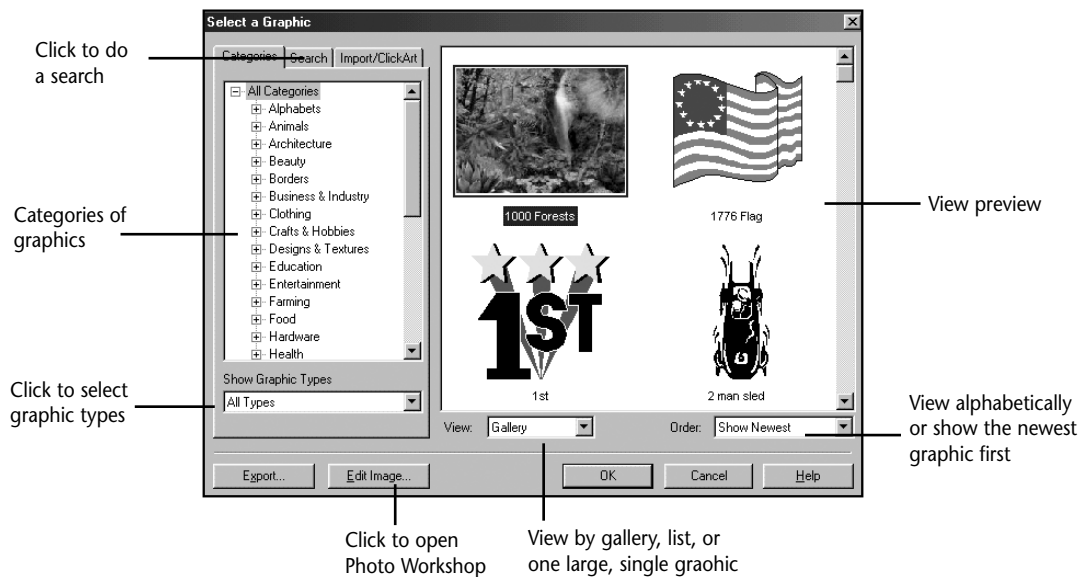
You can easily insert one of *The Print Shop* premium graphics and photographs into your project by:

- Clicking the **Insert Graphic button** on the Object toolbar
- Clicking **Graphic** on the **Insert** menu

The **Select a Graphic** dialog box lets you view and select graphics by category. You can also perform a search for a graphic using a keyword search and import a graphic from another source. You can select a graphic type of Square, Column, Row, Photos, Fine Art, or All Types. You can also select a preview size for how you want to view the selected graphics.

To add a graphic to your project:

1. Click the **Insert Graphic** button on the Object toolbar  or select **Graphic/Image** on the **Insert** menu to open the **Select a Graphic** dialog box.



Select a Graphic dialog box: Categories tab

2. Select a graphic type of Square, Row, Column, Photos, Fine Art, Import, or All Types.
3. Navigate through the categories list to view the graphics in the preview area.
4. When you find the graphic you want, click on it to select it and click **OK**; or double-click the graphic.

The graphic appears selected and centered in your panel.

You can also click the **Edit Image** button to open the Photo Workshop and edit a photo or fine art image. See *Photo Workshop*.

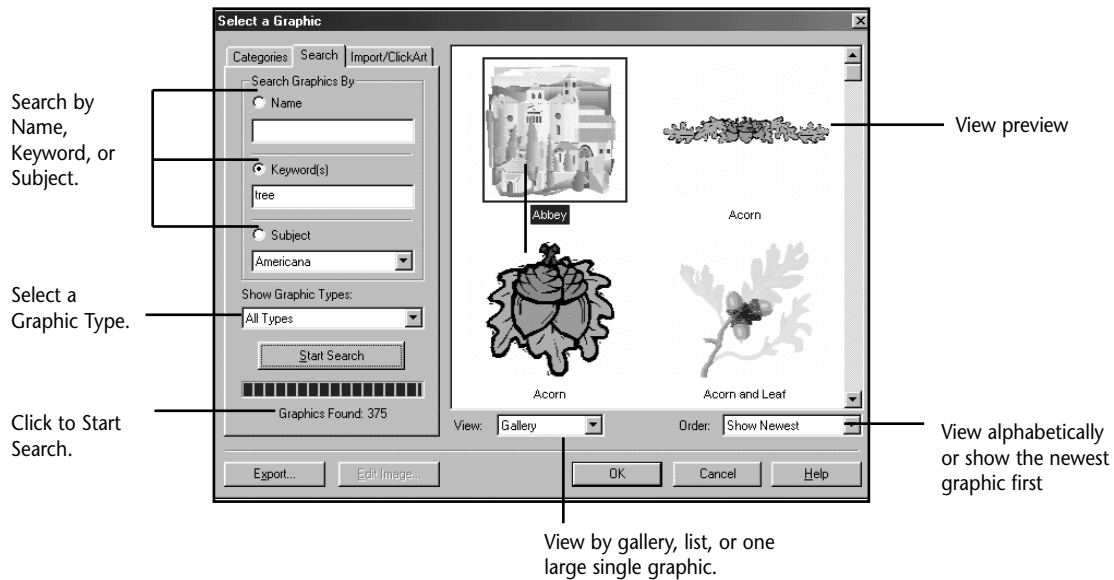


## Searching for a Graphic

You can also find a specific graphic from *The Print Shop* by doing a search in the **Select a Graphic** dialog box. You can search by name, keyword, or theme.

To search for a graphic using the Search tab:

1. Click the **Search** tab in the **Select a Graphic** dialog box.



*Select a Graphic dialog box: Search tab*

2. In the **Keyword(s)** field, type in one or more keywords related to the graphic that you want to find.
3. Click **Start Search**.  
**Start Search** changes to **Stop Search** so that you can stop the search at any time. When the search is complete, all the graphics that match the search criteria appear in the preview area.
4. Scroll through the list to view the graphics that were found.  
 You can also scroll through the list using the keyboard—for example, typing **G** will scroll the list window to graphics that begin with the letter **G**.
5. When you find the graphic you want, click on it to select it and click **OK**; or double-click the graphic.

The graphic appears centered on the panel where you can move or edit it.





## Importing a Graphic

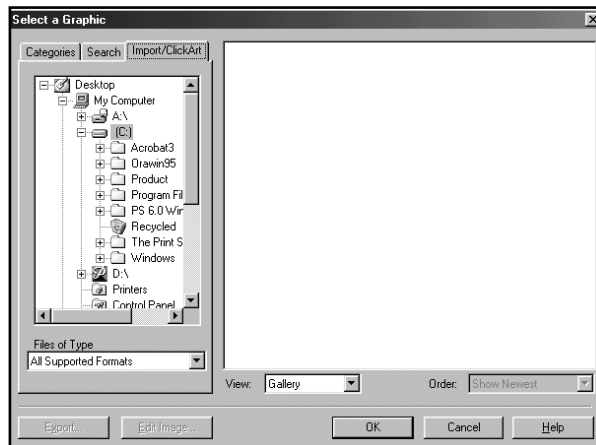
You can also find a specific graphic from *The Print Shop* by doing a search in the Art File.

To import an image from your hard drive:

1. Click the **Import/ClickArt** tab in the **Select a Graphic** dialog box.
2. The browser will automatically default to your computer's Desktop. On the left side of the browser, you can navigate to folders on your Desktop or to your hard drive to find, preview, and import graphics.
3. You can filter files to display only the type of graphic you'd like to import. Click the **Files of Type** drop-down to display this list.

To import an image from a CD-ROM:

1. Click the **Import/ClickArt** tab in the **Select a Graphic** dialog box.



2. The browser will default to your computer's Desktop. If a CD is already in the drive, select this from the list of items on your Desktop. If a CD is not already in the drive, insert a CD-ROM.
3. You can filter files to display only the type of graphic you'd like to import. Click the **Files of Type** drop-down to display this list.



## Exporting a Graphic

To export a selected graphic in the **Select a Graphic** dialog box:

1. Click the **Export** button to display the **Save As** dialog box.
2. Type a name in the **Save File As** field.
3. Select a file type from the drop-down list.
4. Select a different folder and drive as needed.
5. Click **Save** to save the file in the format selected.

The graphic is exported and the **Select a Graphic** dialog box reappears.

*Note: When using these images in other applications, refer to that application's documentation.*

## Working with Objects

*The Print Shop* provides a number of ways to edit objects so that you can get just the look that you want. This section shows you how to work with objects on the Design Desk.

### Adding Objects

*The Print Shop* provides the following types of objects:

- Text Block – An object in which you can type text.
- Headline – A special type of text block that you can use for big, striking text.
- Graphics – A picture, drawing, or design.
- Photographs – Photo images in JPEG format included with *The Print Shop*.
- Imported Images – A graphic or photo that you obtain from another source, such as from a CD, digital camera, or scanner; or from the Internet.
- Border/Frame – A decorative frame.
- Lines – Lines that you can insert anywhere in your project.

### Selecting Objects

The arrow pointer is the default cursor in *The Print Shop*. Use it to select objects. Move the arrow pointer over an object and click it. A frame and resizing handles appear, indicating that the object is selected.

To select multiple objects, click the first object to select it and then press the **Shift** key and click on additional objects to add them to the selection.



## Moving Objects

Moving objects on a page is simple in *The Print Shop*. Move an object by:

- Clicking the object and using the Move pointer to drag the object to another position in the work area.
- Using the arrow keys on the keyboard. Each time an arrow is pressed, the selected object moves in the designated direction.

You can undo a move immediately by clicking **Undo Move** on the **Edit** menu.

## Scaling Objects

You can also scale objects using the **Scale** dialog box to get an exact resizing. When you scale an object, the aspect ratio (the ratio of height to width) is maintained. You have the option of scaling in all directions or horizontally or vertically only.

To scale an object:

1. Click an object (or multiple objects) to select it.
2. Select **Scale** from the **Arrange** menu to display the **Scale** dialog box.
3. Type the scaling percentage in the Percentage % box or use the arrow controls to scale up or down in increments of one.

The default size of the object is 100%. You can scale between 10% and 400%.

*Note: You can also use the slider to change the scale.*

4. Click an option for how you want the scale to affect the image:
  - All Directions
  - Horizontal only
  - Vertical only
5. Click **OK** to scale the object to the percentage.

*Note: In The Print Shop, an option to size the object to the panel is found under the **Arrange** menu.*

## Rotating Objects

You can rotate objects easily and quickly by dragging the pointer on the rotate handle that extends to the right of the selected object. The pointer changes to a curved arrow. You can also rotate a group of selected objects by dragging on the rotate handle of any of the selected objects. The rotation is made from the center of the group of objects.

You can also rotate an object using the **Rotate** command found on the **Arrange** menu and the **Rotate** dialog box.



To rotate an object:

1. Click an object to select it.
2. Select **Rotate** from the **Arrange** menu and select:
  - **Left 90 degrees** – to rotate the selected object to the left 90 degrees
  - **Right 90 degrees** – to rotate the selected object to the right 90 degrees

The selected object rotates left or right.

If you click **Other**, the **Rotate** dialog box appears. Type the number of degrees to rotate the object, or use the arrow controls to change the number up or down in increments of one. Click **OK** to accept the rotation.

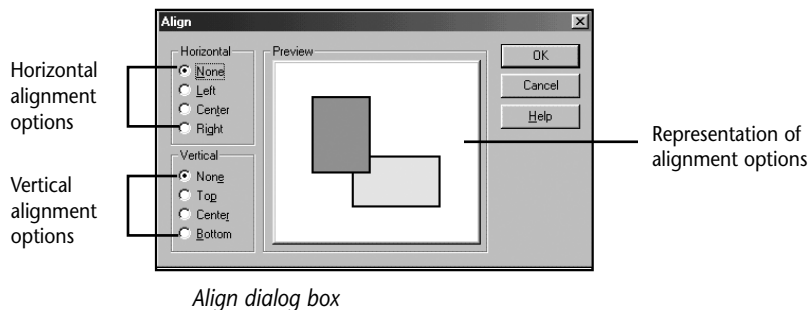
*Note: You can also use the rotator dial to rotate the object.*

## Aligning Multiple Objects

Use the **Align** command on the **Arrange** menu to align several objects on a panel.

To align several objects on a panel:

1. Select two or more objects on a page by holding down either the **Control** key or the **Shift** key while you click on each object.
2. Select the **Align** command from the **Arrange** menu to display the **Align** dialog box.



3. Click the option button that describes how you want to align the objects.  
Objects are aligned horizontally or vertically along the edge or center you select.
4. Click **OK** to align the objects on the panel.



## Flipping Objects

The **Flip** command on the **Arrange** menu lets you flip the selected objects on a panel. You can flip the following object types: text blocks, squares, rows, columns, *The Print Shop* photographs, ruled lines, imported graphics, and headlines—by choosing an option on the submenu.

To flip an object on a panel:

1. Click an object to select it.
2. Select the **Flip** command from the **Arrange** menu and select one of the options on the menu:
  - Horizontal
  - Vertical
  - Both

The object is flipped in the way you select.

## Changing the Order of Objects

The **Layer** command on the **Arrange** menu lets you change the order of objects on a panel. Place any object on top of or behind any other object by choosing an option on the submenu. The exceptions are:

- The backdrop is always the bottom layer.
- A border is always the top layer.

To change the order of objects on a panel:

1. Click an object to select it.
2. Select the **Layer** command from the **Arrange** menu and select:
  - **Bring Forward** – Bring the selected object one level forward.
  - **Bring to Front** – Bring the selected object to the front.
  - **Send Backward** – Send the selected object one level backward.
  - **Send to Back** – Send the selected object to the back.

The selected object changes, as directed.



## Locking Objects

Using the **Lock** command, you can lock a selected object so that it cannot be moved. This is helpful when you want to secure an object in place. Select **Lock** from the **Arrange** menu. The control handles on a locked object change from black to white (hollow). To unlock an object, select it and click **Unlock** on the **Arrange** menu.

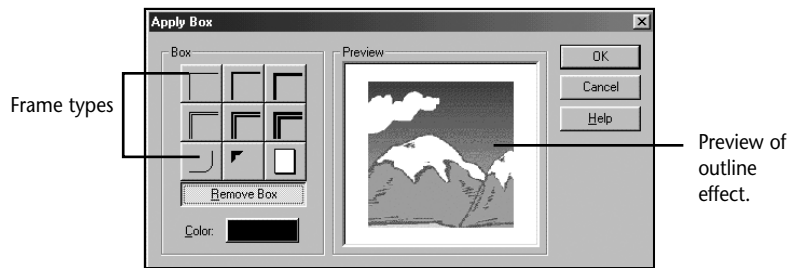
A locked object cannot be rotated, flipped, scaled, resized, moved, deleted, or re-layered.

## Placing a Box or Frame Around an Object

You can add a box or frame around almost any object (except a mini-border, a border, a ruled line, a signature block, or a seal). The outline stays with the object wherever you move it.

To add a box or frame around an object:

1. Click an object to select it.
2. Select the **Apply Box** command from the **Effects** menu to display the **Apply Box** dialog box.



*Apply Box dialog box*

3. Click a frame style. Click the **Color** button to display the **Color Palette** to make color changes.
4. Click **OK**. The highlighted box appears around the selected object in your project.

## Removing a Box or Frame

To remove a box or frame from an object:

1. Click an object with the outline you want to remove.
2. Select the **Apply Box** command from the **Effects** menu to display the **Apply Box** dialog box.
3. Click the **Remove Box** button.
4. Click **OK**.



## Importing Images

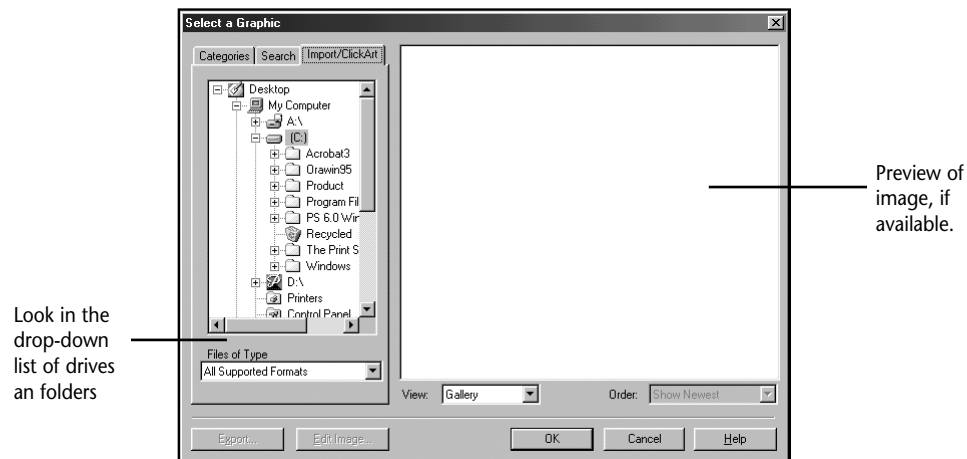
With *The Print Shop*, it's easy to bring in your own images to use in your projects.

This feature lets you import images obtained from other sources. You do not need to import the photo images included with *The Print Shop*; these are easily accessible using the **Insert Graphic** button. (See *Working with The Print Shop Graphics*.)

You can also import photos using the Photo Workshop options. (For more information, see *Photo Workshop*.)

To import an image:

1. In the **Select a Graphic** dialog box, click the Import button.



*Select a Graphic dialog box: Import tab*

2. Select a graphic file format from the **Select Type** list, if needed.
3. Navigate to the folder that has the image you want to import.
4. Click an image file name.
5. Click **Open** to import the image.

The image appears centered on your panel.

6. Move and resize the image to where you want to place it on the page.

You can also click the **Edit Image** button to open the Photo Workshop and edit a photo. (For more information, see *Photo Workshop*.)



## Working with Headlines

Headlines are a special kind of text that you can manipulate in many exciting ways. Unlike regular text in a text block, the size of a headline is adjusted by the size of the headline box. To make the headline larger or smaller, resize the headline box according to your needs and the headline text will conform to the new size.

Headlines can contain up to a maximum of three lines of text. Use headlines primarily for short, attention-getting statements. Using the **Create a Headline** dialog box you can type and edit headlines and add effects.

### Using a ReadyMade Headline

Click the **Insert Headline** button on the Object toolbar to display the **Create a Headline** dialog box. The **ReadyMade** option is already selected.



Create a Headline dialog box: ReadyMade view

You can select from a series of ReadyMade headlines. When you select a ReadyMade headline, the effects of that headline are applied to the text that you enter and appear in the preview area. This is a quick way to achieve great-looking headline effects.

To use a ReadyMade headline in your project:

1. Click in the text field, and then type the word or words that you want for the headline text.

For more than one line of text, type the first line, press **Return**, and then type the second line. You can have up to three lines of text, with 100 characters per line.

**Tip:** Keep headline text short for the best display of effects and optimum readability.





The preview area displays the text that you type with the effects of the selected ReadyMade headline applied.

2. Scroll through the list of ReadyMade headlines.

3. Click the ReadyMade headline style that you want.

Your headline text appears in the preview area with the effects of the selected ReadyMade headline.

4. Click **OK**.

Your headline with the selected effects appears on the panel.

## Customizing a Headline

To customize any part of the headline, open the **Create a Headline** dialog box and click **Customize** to display the Customize options. The Customize options let you change the font settings as well as the headline features.

Experiment with the different styles for your headline. Each tab of this dialog box gives you new style choices to apply to your headline and make it unique. The preview area shows you the effect immediately, so that you can continue making changes until you get what you want for your project.

### Face Tab

When you click **Customize**, the Customize options appear with the Face tab selected. The options in the Face tab let you change the color and blend style of the headline characters.



Create a Headline dialog box: Customize options Face tab



You can apply color to outlines, shadows, extrusions, and glow effects. You can apply color textures to the Face and Silhouette of a headline. A Texture tab appears with the **Color Palette**.

### Shape Tab

Click the **Shape** tab to change the overall shape of the headline. You select Style (warp/ non-warp) and Orientation, which then displays a set of options.

- Select the **Warp Text** check box (default) to present headline shapes that will let the headline text distort the characters to fit the selected shape.
- Orientation lets you select a vertical or horizontal placement.

### Position Tab

Click the **Position** tab to change the position of the characters in the headline. The style you selected in the Shape tab affects the choices available in the Position tab.

### Outline Tab

Click the **Outline** tab to change the outline of the headline text. Click the **Color** button to open the standard **Color Palette** and change the outline color.

### Depth Tab

Click the **Depth** tab to add or change the 3-D effect of the headline. Use the Depth Angle dial to control the light direction. Use the **Color** button to change the color of the depth shadow.

### Proportion Tab

Click the **Proportion** tab to change the proportional relationships of individual lines of headline text to one another. The style selection you made in the Shape tab affects the proportion options that are available to you.



## Inserting Panel Effects

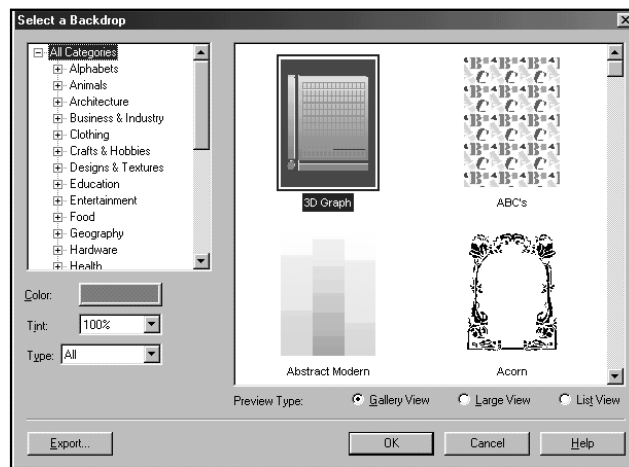
You can add effects that enhance the look of your panel by using the **Panel Effects** command on the **Insert** menu.

## Selecting or Changing Backdrops

Although you can select a backdrop when you create your project, you can also add a backdrop or change the one you have later.

To apply or change a backdrop:

1. Select **Panel Effects** from the **Insert** menu and click **Backdrop** on the submenu to display the **Select a Backdrop** dialog box.



*Select a Backdrop dialog box*

2. Select a backdrop to add to your design or to change the one already in place.
3. Click **OK**.

You can also double-click a background to add it to a page.

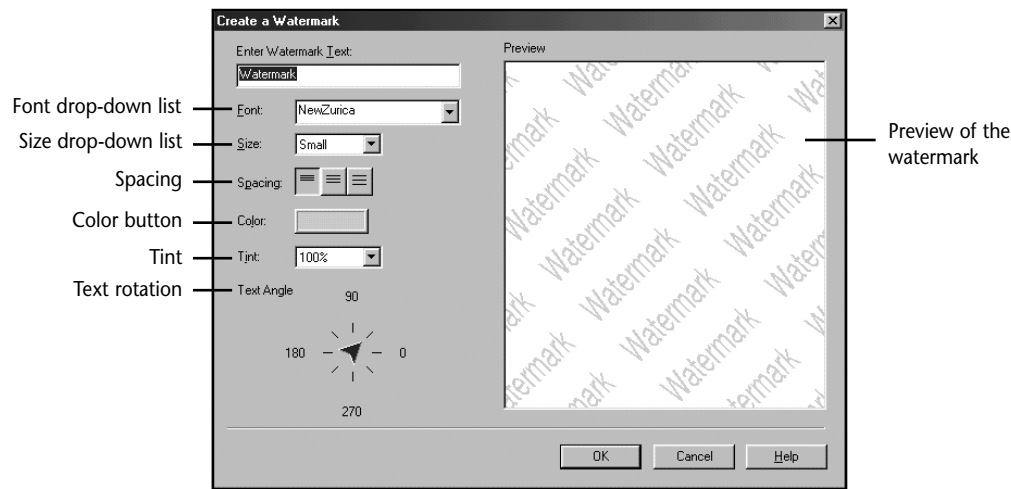


## Using Watermarks

A watermark is a repeated line of light text that appears on each page of your project. It gives your project the look of being printed on watermarked paper.

To apply a watermark:

1. Select **Panel Effects** from the **Insert** menu and click **Watermark** on the submenu.



*Create a Watermark dialog box*

2. In the Text field, type the word or words that you want to make up the watermark.

Watermarks contain only one line of text with a maximum of 64 characters.

2. Click **OK** to place the watermark text on the panel.

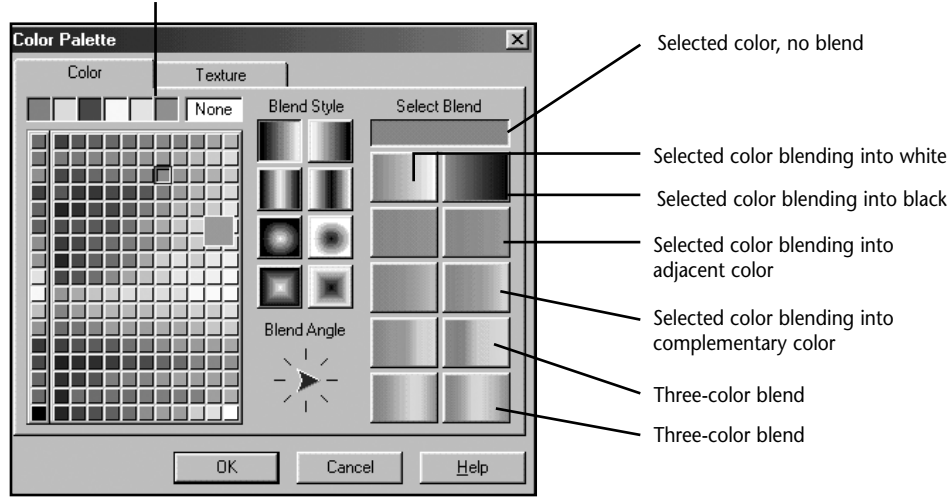
You can also change the font of the watermark using the **Font** and **Font Size** drop-down lists, and you can select spacing for your text. Click the **Color** button to display the **Color Palette** to modify the watermark text color. Use the Rotation spin boxes to adjust the angle at which the watermark text is placed on the panel.



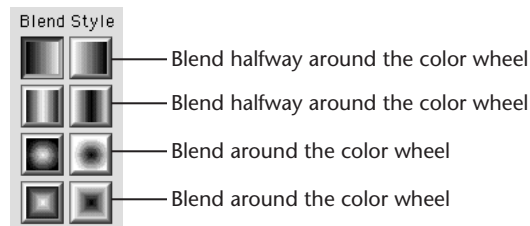
## Setting the Panel Color

When you select **Panel Color and Texture** on the **Panel Effects** submenu, the extended **Color Palette** appears. You can add or change a panel color, and select the blend style.

You can select one of six most recently used colors.



*Extended Color Palette*



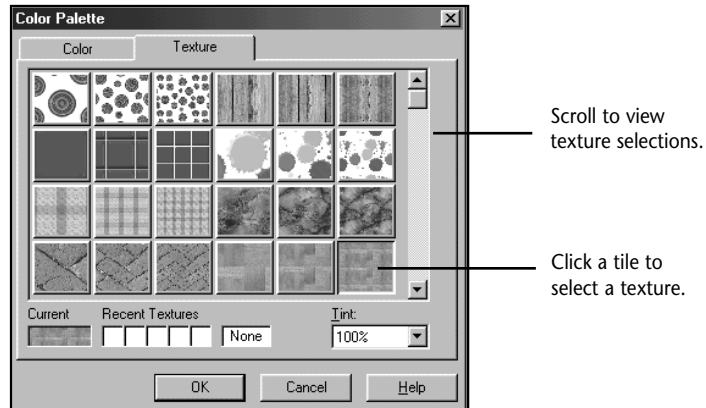
*Color blends*

You can select a blend style of linear, radial, or square burst to give an added design look to the color. You can also select from 10 blend swatch samples and set a blend angle.

When you click **OK**, the color and blend are applied to the project panel on the Design Desk.



You can also click the **Texture** tab to display an assortment of textures that you can select to give your background a unique look.



*Color Palette: Texture tab*



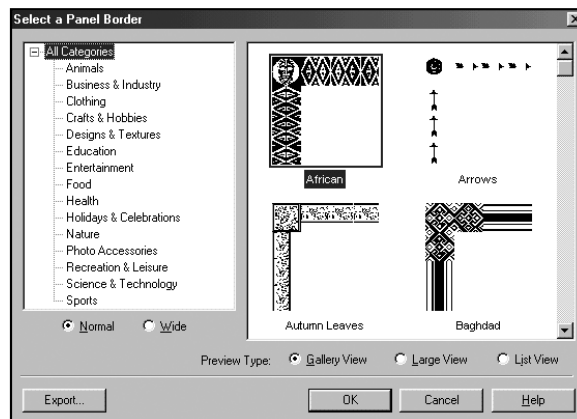
## Adding Borders and Lines

To select a full panel border, a decorative mini-border, or decorative line, click **Borders/ Lines** on the **Insert** menu and select one of the submenu options. The dialog box for the type you selected appears.

### Adding Borders

Select **Borders/Lines** from the **Insert** menu, and then click **Full Panel Border** from the submenu. The **Select a Panel Border** dialog box appears; it is similar to the **Select a Graphic** dialog box. The border you select appears around the entire page. You can apply one border at a time to a panel and you cannot move or resize them. Borders always occupy the front layer of the page.

You apply a new border to replace the old one.



*Select a Panel Border dialog box*

### Adding Decorative Mini-Borders

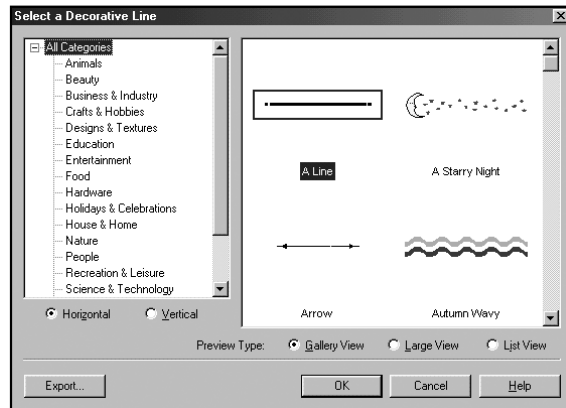
Select **Borders/Lines** from the **Insert** menu. Select **Decorative Mini-Border** from the submenu. The **Select a Decorative Mini-Border** dialog box appears. It looks and functions in the same way as the **Select a Panel Border** dialog box. However, instead of a border around your entire page, a smaller version of the border appears centered on your page. You can apply a decorative border several times to the panel and you can reposition, scale, and rotate the borders on the panel.



## Adding Decorative Lines

Select **Borders/Lines** from the **Insert** menu. Select **Decorative Line** from the submenu. The **Select a Decorative Line** dialog box looks and functions in the same way as the **Select a Border** dialog box. Select a line category and either Horizontal or Vertical.

The line object appears in the panel.



*Select a Decorative Line dialog box selections*





## Text Tools in The Print Shop

*The Print Shop* provides three helpful tools that you can use when working with text. You can work with Quotes and Verses, perform a Spell Check, use a Thesaurus, and edit a custom or address list.

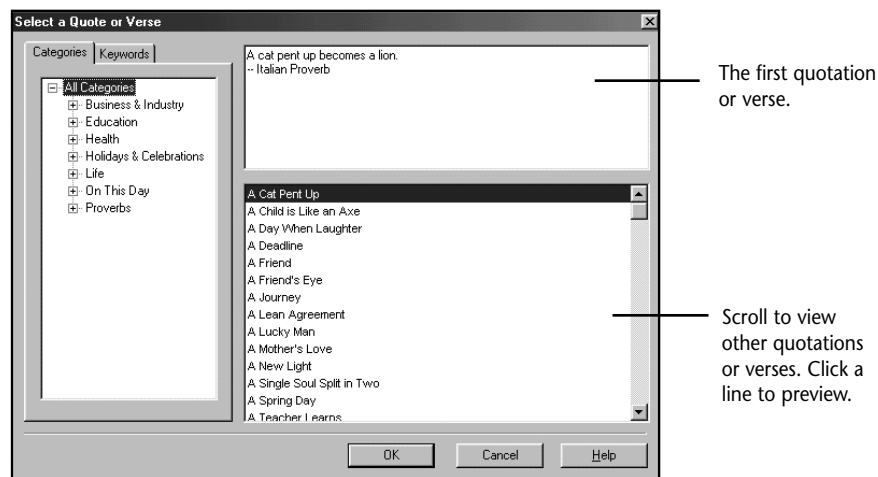
### Inserting Quotes and Verses

*The Print Shop* provides a large selection of quotations that you can add to a text block.

To insert a quotation into a text block:

1. Double-click in the text block where you want to insert the quotation.
2. Click the **Quotes and Verses** button on the **Text** toolbar, or click the **Quotes and Verses** command on the **Text** menu.

The **Select a Quote or Verse** dialog box Categories tab appears with the first quotation in the preview area.



*Select a Quote or Verse dialog box*

3. Pick a category to view a list of quotations in that category.
4. Select a quotation or verse from the list window to preview the entire quotation.
5. Click **OK** when you've selected the quotation that you want.

The quotation appears in the selected text block on the Design Desk.



## Searching for a Quote or Verse

*The Print Shop* lets you search for the exact quote or verse that fits the content and tone of your project. Use the Keywords tab to search for a list of quotations that match the keywords that you select.

To do a keyword search:

1. In the **Select a Quote or Verse** dialog box, click the **Keywords** tab.
2. In the **Search for these Keyword(s)** field, type one or more keywords related to the verse or quote that you want to find.

You can also choose from the list of Suggested Keywords.

3. Click the **Start Search** button to produce a list of quotes or verses that matches the keywords you typed.

## Performing a Spell Check

*The Print Shop* provides a valuable tool to check the spelling of text in your document— Spell Check. You can spell check a word or phrase, a text block, multiple text blocks, or the entire document.

To use Spell Check:

1. Click in the text block that you want to spell check, or highlight the text that you want to spell check.
2. Select **Spell Check** from the **Tools** menu.  
If there are any misspelled words in your document, the **Spell Check** dialog box appears.  
Spell Check goes through the document highlighting misspelled words.

3. You can:

- Click the **Ignore** button to continue searching.
- Click **Replace** to replace the misspelled word with the word indicated in the **Replace With** field.
- Choose from the **Alternatives** list of suggested words.
- Correct the word by typing a replacement in the **Replace With** field.
- Add the word to your personal dictionary by clicking **Add**. Add words, such as names, that you will be using again in any of your documents.

*Note: A word appears in the **Not Found** field when Spell Check does not find it in either the main dictionary or your personal dictionary. You can still click **Ignore** or replace the word with a replacement that you type in the **Replace With** field.*

3. Click **Done** to exit Spell Check.



## Using the Thesaurus

Use the thesaurus when you want to find synonyms and related words for a single highlighted word or a word that you type in the dialog box.

To find similar words for a specific word:

1. Highlight a word in your text for which you want to find a related word.
2. Select **Thesaurus** from the **Tools** menu to display the **Thesaurus** dialog box.

The word appears in the **Selected word** field, a list of synonyms appears, and a list of meanings appears in the **Definition** box.

As you click on different entries in the **Synonyms** box, the meanings in the **Definition** box change.

3. Click the **Look Up** button to perform a search on the selected word.
4. Click **Replace** to replace the word.

or

Click **Cancel** to close the dialog box and cancel the replace procedure.

## Exiting The Print Shop

When you exit, *The Print Shop* prompts you to save any changes to your open projects, closes any open documents, and then exits the program.

To exit *The Print Shop*:

- Select **Exit** from the **File** menu, or click the Close box in the upper-right corner of the application window.





# Using The Print Shop

The  
Print Shop®



## Welcome to The Print Shop 7

*The Print Shop 7* is a versatile, easy-to-use desktop publishing tool. In addition, *The Print Shop* has a set of unique features that make it the quickest, easiest way to create professional quality documents for:

- Home
- School
- Community

You can create: greeting cards, signs, photo projects, pamphlets, certificates, banners, calendars, letterhead, business cards, envelopes, postcards, labels, Post-it® Notes, and pamphlets, as well as electronic greetings to send online.

## Starting The Print Shop

### Windows

To start *The Print Shop* after successful installation:

1. At the Windows desktop, click **Programs** on the **Start** menu. The **Programs** menu appears.
2. Select *The Print Shop 7* option.
3. Click *The Print Shop 7* in the submenu.

The **Select a New Project** window appears and you can begin using *The Print Shop*.

### Macintosh

To start *The Print Shop* after successful installation:

1. Locate *The Print Shop 7* folder on the hard drive.
2. Click on **The Print Shop 7** icon in the folder.
3. This should open *The Print Shop* to the Select a New Project screen.

## Selecting a Project

Select a Project is the first screen that you see when using *The Print Shop*.



Select a Project screen

Click the icon for the project type that you want, and the **Select a Method** dialog box appears.

## Selecting a Design Method

*The Print Shop* gives you three ways to create a project:

- **Personalize a QuickStart Layout** – An assortment of professionally designed sample projects that you can use immediately or personalize to suit your needs. This method provides you with both quality graphics and skilled graphic placement in your project.
- **Help Me Design** – Specify some of the basic design elements of a project. After selecting a project type and orientation, select a backdrop and layout. When the Design Desk appears, these elements are in place for you to begin customizing the project. Help Me Design offers ideas for the arrangement of objects, but gives you the flexibility to select your own content.
- **Start from Scratch** – All you do is select a project type and specify an orientation; a blank panel is presented for you to begin your own original project on the Design Desk.



## Creating a Project Using a QuickStart Layout

When you customize a QuickStart Layout, you'll see how easy it is to use *The Print Shop* and how quickly you can produce your own professional-looking documents.

1. In the **Select a Project** dialog box, click **Greeting Cards**.

The **Select a Method** dialog box appears.

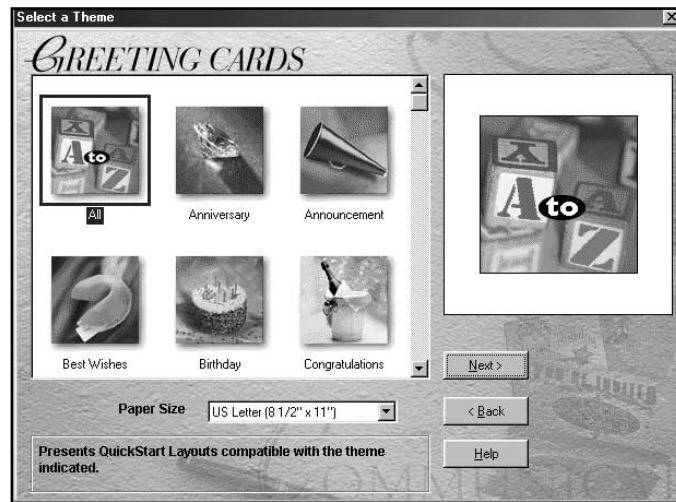


Select a Method dialog box





- Click **Personalize a QuickStart Layout**, and then click the **Next** button to display the **Select a Theme** dialog box.



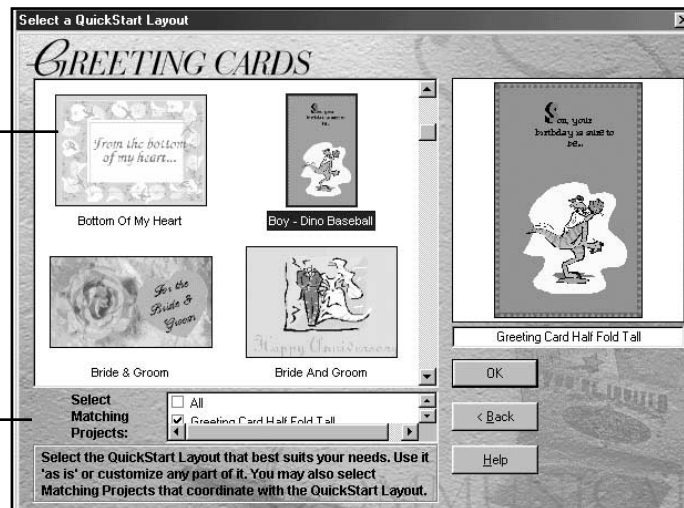
Select a theme to see a series of QuickStart Layouts related to the theme.

Select a Theme dialog box

- Select a theme, and click **Next** to display the **Select a QuickStart Layout** dialog box. You see a range of possible looks and ideas for your project, based on the theme you selected.

A series of QuickStart Layouts appears based on the theme you selected.

Click to use a coordinated set of matching QuickStart Layouts.



Select a QuickStart Layout dialog box



4. Click a QuickStart Layout.
5. Review the check boxes for the matching projects and select the ones you want.
6. Click **OK** to display the selected project on the Design Desk.

The Design Desk shows the project panel with the selected QuickStart Layout project. You can now edit the individual objects to create a design to suit your needs.

## Working with Coordinated Sets

A coordinated set is a group of matching QuickStart Layouts designed to work together. For example, if you select a QuickStart Layout for a business card, you might get an option to open matching projects: a letterhead, an envelope, and a pamphlet that have been designed to match.

In the **Select a QuickStart Layout** dialog box, click the **All** button. A set of documents opens to let you customize each document of the set at the same time.

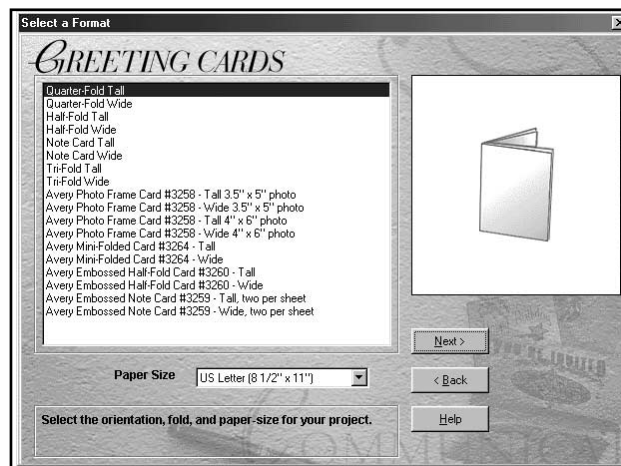
## Creating a Project Using Help Me Design

When you choose the Help Me Design method, *The Print Shop* guides you step-by-step to the Design Desk.

To set up your Help Me Design project:

1. In the **Select a Project** dialog box, click **Greeting Cards** to display the **Select a Method** dialog box.
2. Click **Help Me Design**, and click **Next**.

The **Select a Format** dialog box appears.



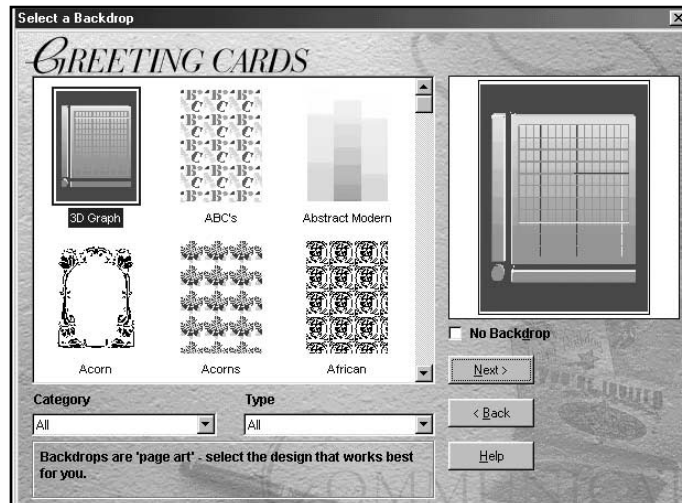
Select a Format dialog box



3. Select one of the greeting card types.

*Note: You can also select a different paper size.*

4. Click **Next** to accept the format and paper size and display the **Select a Backdrop** dialog box.



*Select a Backdrop dialog box*

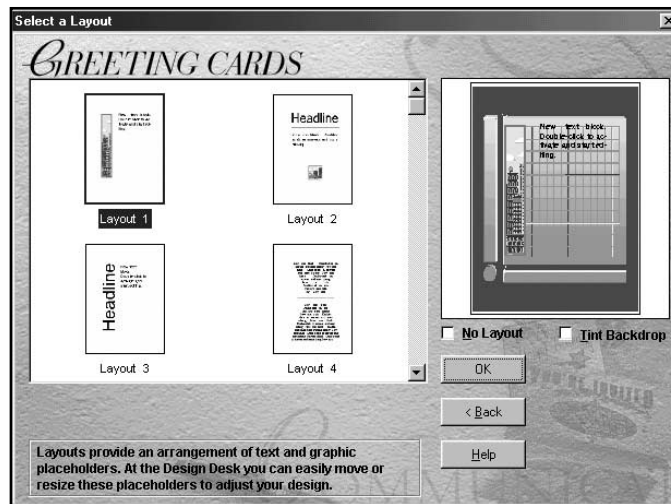
Backdrops are page designs that occupy the bottom layer of the project panel.

5. Select a backdrop design from the scrolling gallery.

You can select a specific category from the **Category** drop-down list and a type from the **Type** drop-down list.

*Note: You can select the No Backdrop check box to have no backdrop in your design.*

6. Click **Next** to accept the selected backdrop and display the **Select a Layout** dialog box.



*Select a Layout dialog box*

A layout is a selection of text and graphic placeholders. The layouts that appear are customized to work well with the selected backdrop.

*Note: Select the No Layout check box to have no layout in your design.*

The layout appears superimposed over the selected backdrop in the preview area.

7. Select a layout and click **OK** or double-click the layout you want.

The selected layout and background appear on the Design Desk.

The Design Desk appears showing the project panel filled with the backdrop and layout selections. You can now edit the individual placeholder objects to create a design to suit your needs.



## Creating a Project Using Start from Scratch

To create your own design from scratch, choose the Start from Scratch method to go to the **Select a Format** dialog box and then to a blank panel on the Design Desk.

To set up your Start from Scratch project:

1. Click **Business Cards** in the **Select a Project** dialog box.  
The **Select a Method** dialog box opens.
2. Click **Start from Scratch** and then click **Next** to display the **Select a Format** dialog box.
3. Select a format and paper size for the project type.
4. Click **OK** to display the Design Desk.

The Design Desk appears, and you now have a blank canvas to begin creating your own original design.

## The Print Shop Projects

*The Print Shop* projects are predesigned documents such as labels, photo pages, pamphlets, and signs that let you add your own text, graphics, and photos, and then print and publish personal greetings, business stationery needs, and more.

### Greeting Cards



Use the Greeting Cards project to create announcements of special occasions or to create a personal message to someone. A greeting card is a folded message that is illustrated or decorated and contains a special message, greeting, or announcement. You can also create a Photo Frame Card.

Use the commands in the **View** menu to view the panels of a greeting card. You can view the Front Panel, the Inside Panel, or the Back Panel, depending on the option that you choose.

You can create greeting cards in several orientations:

- Wide with a top fold
- Tall with a side fold

and shapes:

- Quarter Fold: three panels (front, inside, and back) printed on one side. It uses a single piece of paper folded in fourths.
- Half Fold: three panels (front, inside, and back) printed on two sides. It uses a single piece of paper folded in half.



- Note Card: three panels (front, inside, and back) printed on two sides of specialty paper. You can have two on a single 8.5-by-11-inch sheet or one on a 5.5-by-8.5-inch sheet.
- Tri-Fold: three panels (first, second, and last) printed on one side. It uses a single piece of paper folded in thirds.
- Avery Photo Frame Card: a card frame to enclose your photo (two sizes: 3.5-by-5-and 4-by-6-inches).
- Avery Mini-Folded Card: three panels (front, inside, and back) printed on two sides. It uses a single piece of paper folded in half.
- Avery Embossed Half-Fold Card: three panels (front, inside, and back) printed on two sides. It uses a single piece of paper folded in half. An embossed outline appears on the front panel.
- Avery Embossed Note Card: three panels (front, inside, and back) printed on two sides of specialty paper. An embossed outline appears on the front panel.

## Signs



Signs are the most versatile project type. These can be in tall or wide orientation on 8.5-by-11-inch paper, or you can use larger, poster-size formats. You can use the Sign project to create posters and mailers and even simple newsletters. Signs can be warnings, directions, or advertisements, or they can deliver short informational messages.

## Pamphlets



A pamphlet is a one-sheet, three-panel presentation of graphics and text designed to be mailed or distributed to express personal, professional, or organizational information. You can use either the tall or wide orientation to create your pamphlet.

Use the commands in the **View** menu to view the panels of a pamphlet project. You can view the Front Panel, Inside Panel, or the Back Panel, depending on the option that you choose.

## Banners



Use banners for a wide range of decorative and informational projects. These are long, multipage projects bearing greetings, directions, warnings, or advertisements. You can create birthday decorations, sale announcements, and announcements for church functions and sporting events.

The size of the banner text is determined by the banner length, unless you specify a length using the **Banner Length** command on the **Edit** menu. Print a banner just like other projects: it prints across several sheets of paper (as many as needed or as many as you specify) to print the entire message. You can then put the sheets together with tape or glue.

For information about printing and banner length, see *Banner Length*.



## Photo Pages



You can import or place photographs into *The Print Shop* as objects. You can then edit and alter your photos and use them with Photo Pages to create projects specific to using photos. *The Print Shop* provides four types of Photo Pages themes (all are one page):

- Quick Prints – The quick way to print multiple copies of a single photo on a page. (Behaves like the label project.)
- Photo Album Pages – Designed to be printed and placed in a photo album.
- Photo Collages – An arrangement of one or more photo placeholders, along with other decorative elements. Collages are one or more photos that can be a mix of orientation, ratios, and sizes.
- Photo Novelties – These are fun projects for you to create personalized items such as magazine covers, peek-throughs, and photo posters.

## Letterhead



Letterhead lets you create two types of stationery. You can create full- or half-page stationery sheets, which you can then print out to handwrite text, or you can type a letter on the stationery using your computer.

## Business Cards



Business cards are wallet-sized cards used to give business information or as gift tags. They can have tall or wide orientation and are created as ten panels on one sheet of paper.

## Envelopes



You can create and print envelopes for both business and organization use and for personal use. *The Print Shop* provides you with several format options. You can print addresses directly onto stock envelopes, or you can create a cutout envelope using a standard sheet of paper that can be folded to fit a quarter-fold greeting card.



## Calendars



Calendars are a great way to create records both for home and organizational use. You can create school or club calendars, retail sale calendars, and personal calendars.

You can create a tall or wide calendar for any length of time: days, weeks, months, or for an entire year. You can personalize calendars using your own notes, graphics, photographs, and highlighted dates. Calendars are printed on one side of a single sheet of paper.

The calendar consists of a grid, grid text, and a cell in which you can add graphics and text. When you click anywhere in the title area or on the grid lines, the entire grid is selected. When you click in a cell, only the cell is selected.

For more information, see *Working with the Calendar Project*.

*Note: You can copy and paste a calendar grid and all its contents into other projects and applications.*

## Postcards



Like letters, you can use postcards for business, school, community, and home. Postcards can be created in both tall and wide orientations. Postcards are made of two sides of a single sheet of paper. You can print postcards two or four to a page. Not only can you mail them, but they are great for recipes, birth announcements, moving notices, and more.

When you print a postcard, you can choose which side to print. The default is to print the front of the postcard. A prompt automatically appears when the other side is ready to print. Click **OK** to print the backside.

Use the commands in the **View** menu to view the panels of a postcard project. You can view the Front Panel or the Back Panel, depending on the option that you choose.

## Post-it® Notes



Post-it® Notes are standard around the office and are becoming popular at home as well. You can create professional-looking messages on specialized paper that sticks and yet is easy to peel off. Each note contains adhesive that sticks to a surface after you remove the liner strip.

You can print the notes in tall or wide orientation, with six panels to one side of paper. Use the specially designed Post-it® Notes stock for inkjet and laser printers with this project. You can find Post-it® Notes for printers at most office supply and stationery stores.





## Online Greetings



Using the Online Greetings project, you can distribute your message electronically over the Internet. Online Greetings are a one-sided, wide project that you can decorate for any occasion. The greeting is sent as a JPEG attachment.

To learn about sending your greeting, see *Sending Online Greetings*.

## Certificates



Certificates are similar to signs in that they are single-panel projects. You can use Certificates to create awards and recognize accomplishments. They are useful for social, school, and business functions.

## Labels



You can use labels in different ways for many occasions and purposes. You can create labels for addresses, video and audio tapes, computer disks, files and folders, name badges—and whatever else you can think of.

With labels, you have a wide selection of sizes—each based on a corresponding Avery paper label number that you can use with your printer. For example, you select label number 4062 to create labels to print on Avery label #4062. A single panel appears for you to create the label. When you choose to print, a preview of the label sheet appears with the correct number of panels for that size; the information appears in each panel.

## Blank Pages



Press the **Blank Pages** button to start a project from an empty page. You select a paper size (Tall or Wide) in the **Select a Format** dialog box, and the Design Desk appears ready for you to begin your original project.



## Stock Labels and Numbers to Use with Your Projects

Description	Avery Stock #	Measurements	Compatible Avery (Laser) Stock #s	Compatible Avery (Inkjet) Stock #s
Photo Frame Card and Envelope	3258	5 x 7		
Embossed Note Card and Envelope	3259	4-1/4 x 5-1/2		
Embossed Half Fold Card and Envelope	3260	5-1/2 x 8-1/2		
Large and Small Labels, Full Bleed	3261	1/14 x 3-3/4, 1-1/4 x 2-3/8		
4-up Postcards	3263	4-1/4 x 5-1/2		8387
Mini Fold Card	3264	2 x 3-1/2		
Pinfeed Address Labels	4030	3-1/2 x 15/16		
Pinfeed Address Labels	4031	3-1/2 x 15/16		
Pinfeed Labels	4060	3-1/2 x 1-7/16		
Pinfeed Address Labels	4061	3-1/2 x 1-7/16		
Pinfeed Address Labels	4062	3-1/2 x 1-7/16		
Pinfeed Address Labels	4065	4 x 15/16		
Pinfeed Address Labels	4067	4 x 15/16		
Pinfeed Address/Shipping	4088	4-1/4 x 2-15/16		
Pinfeed Address Labels	4143	4 x 15/16	4066	
Pinfeed Address Labels	4145	3-1/2 x 15/16	4177, 4018, 4013, R-4013, 4162, 4163, 4178, 4249, 4251, 4601	



Description	Avery Stock #	Measurements	Compatible Avery (Laser) Stock #s	Compatible Avery (Inkjet) Stock #s
Pinfeed Labels	4240	4-11/16 x 1-1/4		
Pinfeed 3.5" Disk	4241	2-3/4 x 2-3/4		
Address	5160	1 x 2-5/8	5260, 5960, 6460	8160, 8460, 8660, 8920, 8930
Address	5161	1 x 4	5261, 5961	8161
Address	5162	1-1/3 x 4	5262, 5962	8162, 8462, 8662, 8922, 8932
Address/Shipping	5163	2 x 4	5263, 5963	8163, 8463, 8663, 8923"
Address/Shipping	5164	3-1/3 x 4	5264, 6464	8164
3.5" Disk	5196	2-3/4 x 2-3/4	5096, 5896	8196
5.25" Disk	5197	1-1/2 x 4		
Audio Cassette	5198	1-5/8 x 3-1/2		
Video Cassette	5199(face)	3-1/16 x 1-5/8		
Video Cassette	5199(spine)	2/3 x 5-13/16		
Return Address	5267	1/2 x 1-3/4	5167	8167, 8667, 8927
Name Badge	5361	2 x 3-1/4		
Business Card	5371	2 x 3-1/2	5372, 5376, 5377, 5911	8371, 8372, 8376, 8377
Rotary Card	5386	3 x 5		
2-up Postcards	5389	4 x 6		
Name Badge	5390	2-1/16 x 3-1/2	5383	
Name Badge	5395	2-1/3 x 3-3/8		
CD	5824	4-1/2 dia		

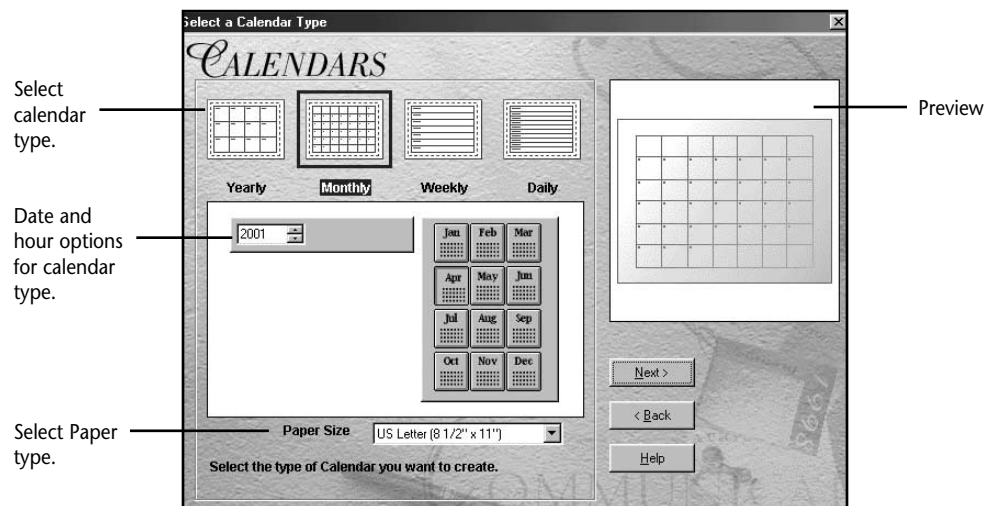


## Working with the Calendar Project

The following procedure takes you through personalizing a QuickStart Layout. However, if you choose a Help Me Design, you select a calendar type, a format, a backdrop, and a layout from the selections that appear.

To select a calendar type:

1. Select the **New** command from the **File** menu.
2. Click **Calendars** in the **Select a Project** dialog box to display the **Select a Method** dialog box.
3. Click **Personalize a QuickStart Layout**.
4. Click **Next** to display the **Select a Calendar Type** dialog box.



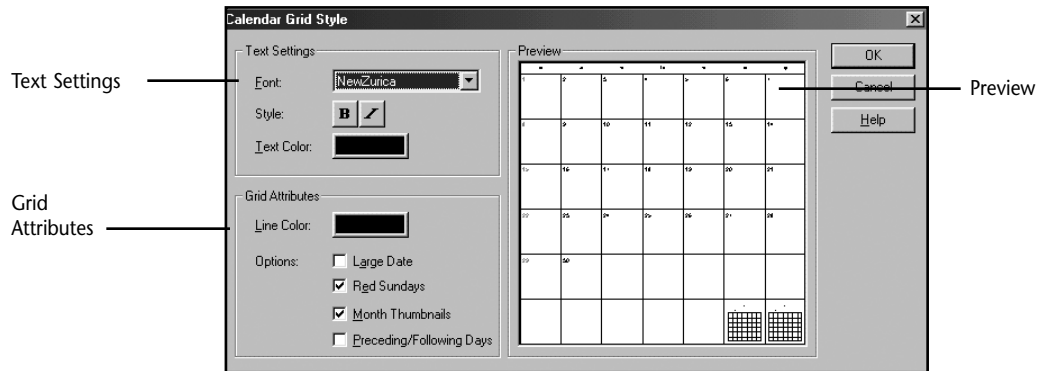
*Select a Calendar Type dialog box: Monthly*

5. Click the icon for the calendar type that you want to preview, or double-click the icon to proceed to the next dialog box.
6. Click **Next** to display the **Select a QuickStart Layout** dialog box.
7. Select a layout.
8. Click **OK** to display the calendar on the Design Desk.



## Calendar Grid Attributes

In the Calendar project, you can change the attributes of the calendar grid using the **Calendar Grid Style** dialog box. Select **Calendar Grid Style** from the **Edit** menu.



*Calendar Grid Style dialog box: Monthly Calendar type*

For all calendar types you can change the color of the grid lines and label text, the label text font, and you can apply bold or italic formatting to the text.

For specific calendar types, you have the following options:

- Yearly – Red Sundays (on or off)
- Monthly – Large Date Size, Month Thumbnails, Preceding/Following Days, and Red Sundays
- Weekly – Shown above
- Daily – Select a 12 hr. or 24 hr. clock



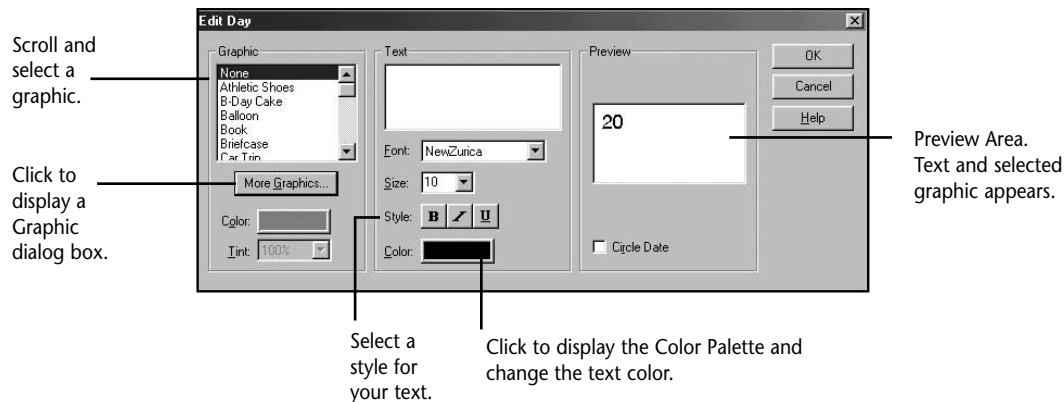
## Editing Calendar Grid Cells

Click within a calendar cell to select the cell (a visible border surrounds the selected cell).

When a single calendar cell is selected, you can:

- Copy or cut cell contents.
- Paste contents from another cell.
- Clear cell contents (delete).
- Set color behind the cell.
- Edit cell contents.

Double-click a calendar cell to display the **Edit Time** or **Edit Day** dialog box, depending on the type of calendar you have.



*Edit Day dialog box*

Use the options in this dialog box to edit cell text contents (text, format, color) and add a graphic to the cell. You can choose from a list of graphics or open the **Select a Graphic** dialog box and search for other graphics.

## Changing Calendar Dates

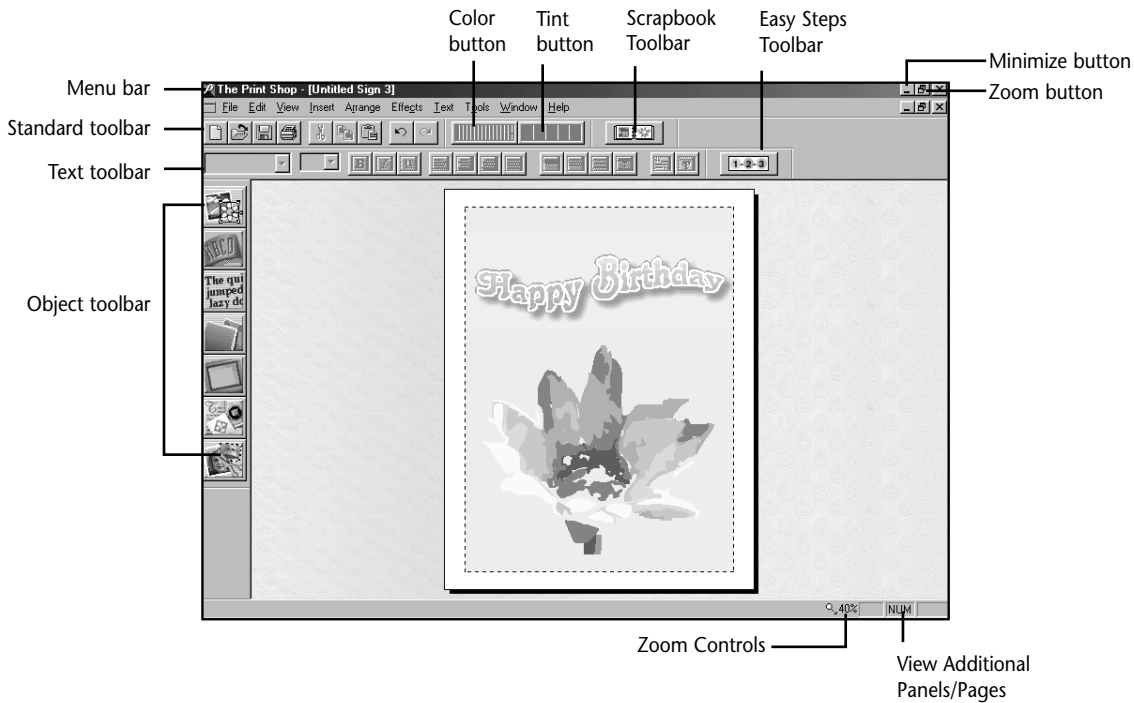
The calendar is set to the clock on your system, but you can change the year, month, week, or day by clicking the **Change Year** (or **Month**, **Week**, or **Day**) command on the **Edit** menu. The choice that you see depends on the type of calendar that you created. (This is available only for the Calendar project.)

When you select a different date, the calendar headline object that contains the date will show the new date setting.



## Introducing the Design Desk

The Design Desk is the main working area of *The Print Shop*. Whether you are customizing a QuickStart Layout or creating a Start from Scratch project, you do your work on the Design Desk. All the necessary text and layout tools are available, and your project appears in the center of the Design Desk.



### Elements of the Design Desk

The panel is the section within the work area that represents the project's printable area. The project panel can be equal to a full page (signs, certificates, and so on). However, many projects use several panels per page. A greeting card requires a front, inside, and back panel; business cards print out ten panels per page; and so on. Note that when you use a backdrop, it covers the project panel.



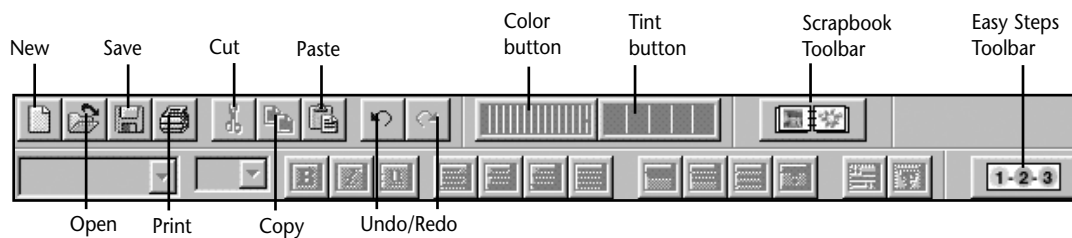
## The Design Desk Toolbars

The Design Desk has four toolbars that let you access tools and commands easily and quickly by just clicking an icon: the Standard toolbar, the Color toolbar, the Text toolbar, and the Object toolbar.

### The Standard Toolbar

The Standard toolbar appears at the top of the Design Desk, just under the menus. All the buttons and drop-down lists on the Standard toolbar have corresponding commands in the menus across the top of the Design Desk.

**ToolTip** – A small pop-up label that provides descriptive text for toolbar buttons.



#### *Standard toolbar*

You can make changes to your project using the Standard toolbar as explained below.

- **New** button – Click to start a new project.
- **Open** button – Click to open a saved project. Choose the project that you want from the drop-down list.
- **Save** button – Click to save the current project changes. The first time you save a project the **Save As** dialog box appears, letting you name the project.
- **Print** button – Click to print the current project immediately—without opening the Print dialog box. The default settings or the last settings selected are used.
- **Cut** button – Click to cut a selected object from the Design Desk and place it on the Clipboard (Command+X).
- **Copy** button – Click to copy a selected object to the Clipboard (Command+C).





- **Paste** button – Click to paste the contents of the Clipboard in your project. The contents are pasted in the center of the project window. Text is pasted into the selected text block (Command+V).
- **Undo** button – Click to reverse your last action.
- **Redo** button – Click to restore your last action.
- **Scrapbook** – Click to display the Scrapbook—a simple way to store your favorite object to use later. Select one or more objects from your project to drag and drop into the Scrapbook. Later, you can drag-and-drop items that you saved to any Print Shop project. The object remains in the Scrapbook until you delete it.

If the selected object is a graphic (or text and a graphic), the following buttons appear:

- **Color Object** button – Click to apply color to a selected object or behind an object.
- **Tint** button – Click to view a drop-down list of tint percentages that lets you control the color intensity of the selected object.

### Using the Color Palette

You can change the color of a selected object by clicking the **Color** button on the Standard toolbar. You then click a color from the expanded **Color Palette**.

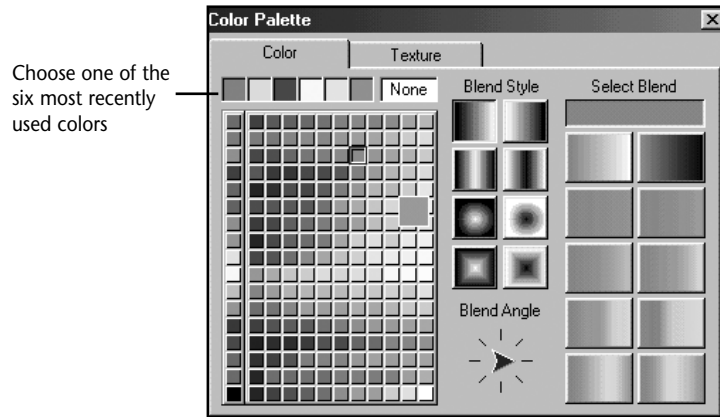
*Note: You cannot add color to multicolored graphics.*

To change the color of or add color to an object or behind an object:

1. Select an object.
2. Click the **Color** button on the Standard toolbar.
3. On the submenu: click **Object**, to color the object, or click **Behind Object** to add color behind the selected object.



The **Color Palette** appears.



*Extended Color Palette*

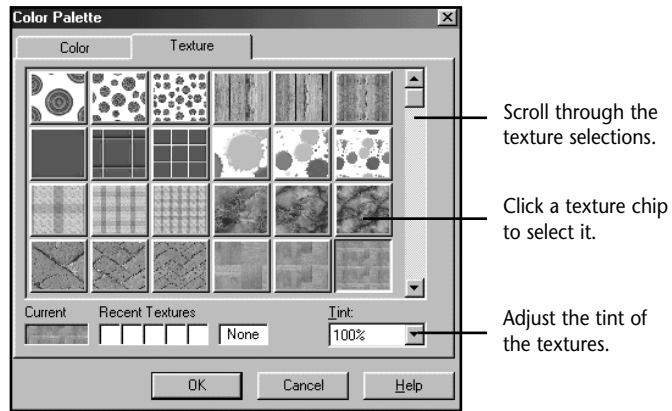
4. Move your pointer over the palette.  
As your pointer passes over each color, the color chip (the square of color) under the pointer enlarges.
5. Click once on the color that you want to apply.
6. Click **OK** to apply the selected color.

For more information about the **Color Palette** and the **Blend** buttons, see *Setting the Panel Color*.



## Texture Palette

Click the **Texture** tab of the extended **Color Palette** to view a selection of texture patterns that you can apply to your object. You can also adjust the tint of your selection.



*Color Palette: Texture tab*

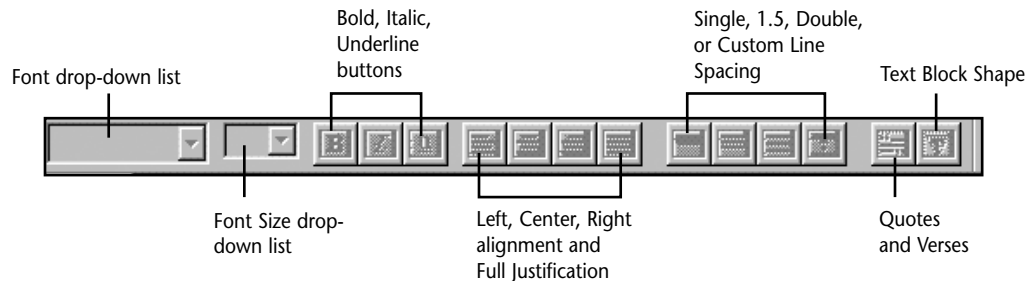
Click **OK** to apply the texture to your document.



## The Text Toolbar

The Text toolbar appears at the top of the Design Desk, just under the Standard toolbar. It contains many easy-to-access tools that let you format and edit the text in your project. Its buttons are active anytime you are working with text (that is, entering or editing text).

All the buttons and drop-down lists on the Text toolbar have corresponding commands in the menus at the top of the Design Desk. Each button and menu also has a Tool Tip.



### *Text toolbar*

The Text toolbar displays the font and formatting used in the paragraph where the pointer is currently positioned. You can make changes to your text using the Text toolbar buttons.

- **Font drop-down list** – Shows the name of the font being used. Click for a drop-down list of all font names. The font name appears in the actual font (this feature can be deselected in Preferences).
- **Font Size drop-down list** – Shows the font size being used. Click for a drop-down list of the range of sizes for each font.
- **Bold, Italic, Underline** buttons – Select text and click these buttons to bold, italicize, or underline text. Click the button again to remove the bold, italic, or underline.
- **Left, Center, Right Alignment, and Full Justification** buttons – Click a button to apply alignment or justification to the selected text.
- **Single, 1.5, Double, or Custom Line Spacing** buttons – Click a button to change the line spacing of the text.
- **Quotes and Verses** button – Click to display the **Select a Quote or Verse** dialog box.
- **Text Block Shape** button – Click to display the **Text Block Shape** dialog box to select a text block shape or a Word Balloon shape.



## The Object Toolbar

The Object toolbar appears down the left side of the Design Desk. It contains easy-to-access tools that put all *The Print Shop* design elements at your fingertips with a click of the mouse. These tools let you add and modify your design elements. Corresponding commands for the tools appear in the **Insert** or **Effects** menu at the top of the Design Desk.

The tools on the Object toolbar include:



- **Insert Graphic** button – Click to open the **Select a Graphic** dialog box and select a square, row, or column graphic, or a photograph. You can also search for an image in the Search tab or import an image using the Import tab.
- **Insert Headline** button – Click to open the **Create a Headline** dialog box.
- **Insert Text Block** button – Click to insert a text block in the center of the panel.
- **Panel Effects** button – Click to display a menu of effects: Backdrop, Watermark, Panel Color, and Remove Backdrops/Watermark.
- **Insert Border/Frame** button – Click to display a menu of options: Full Panel Border, Decorative Mini-border, and Decorative Line.
- **Create a Custom Graphic** button – Click to display a menu of graphic options: Logo, Initial Cap, Number, Seal, Timepiece, and Signature.
- **Photo Workshop** button – Click to display a menu: Apply drop shadow, apply radiant glow, apply special effects, crop/orientation, adjust color, brightness/focus, fix flaws, artistic effects or import your photo.

## Working with Headlines



Headlines are a special kind of text that you can manipulate in many exciting ways.

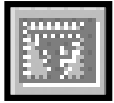
Unlike regular text in a text block, the size of a headline is adjusted by the size of the headline box. To make the headline larger or smaller, resize the headline box according to your needs and the headline text will conform to the new size.

Headlines can contain up to a maximum of three lines of text. You use headlines primarily for short, attention-getting statements. Using the **Create a Headline** dialog box you can type and edit headlines and add effects.

For more information about headlines, see *Working with Headlines*.



## Working with Text Blocks



To work with text in your projects, insert a text block using the **Insert Text Block** button on the **Object** toolbar and then begin entering and editing your text.

### Inserting Text Blocks in Your Project

To add a text block, click the **Insert Text Block** button on the Object toolbar. A text placeholder appears in the center of the project panel. Each time you click the **Insert Text Block** button, you add another text block to the panel.

### Editing a Text Block

When you add a text block to the project, a message prompts you to double-click in the text block to begin entering text. The first time you double-click, the text is highlighted. As you type, the highlighted text is replaced with your new text. Whenever you double-click again, the pointer appears at the end of the text block, ready for you to begin typing.

While you are entering or editing text, the pointer changes to an I-beam, meaning that you are now ready to edit the actual text. Also, all the tools in the Text toolbar become active. If you move the pointer outside the text block, the pointer becomes the arrow pointer, but a blinking text insertion point remains. When you are done editing, click anywhere outside the text block.

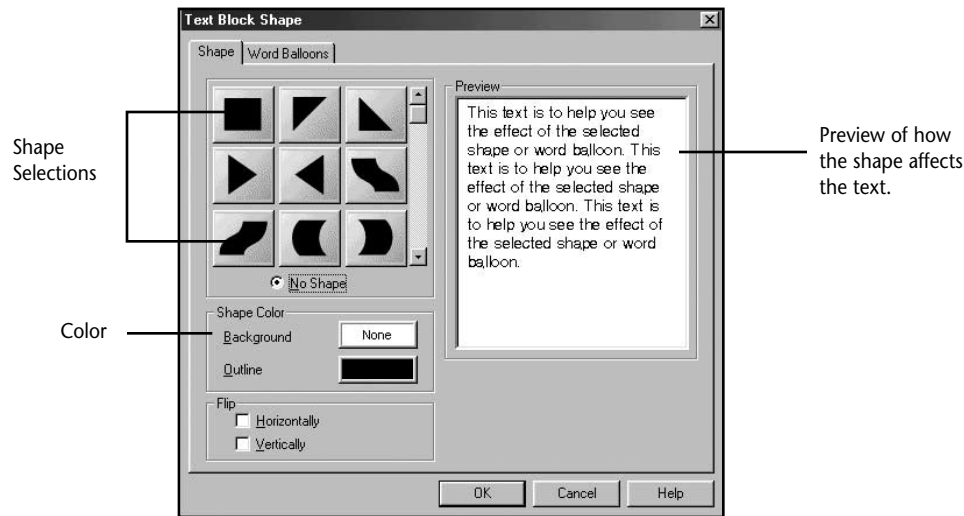


## Text Block Shape and Word Balloons

Using the **Text Block Shape** dialog box, you can select a text block shape or a word balloon for text.

To change the shape of your text block:

1. Select a text block by clicking it once on your panel.
2. Select **Text Block Shape** from the **Text** menu to display the dialog box.



*Text Block Shape dialog box: Shape tab*

3. Click on a shape to see it in the preview area.
4. Click **OK** when the preview looks the way you want it.

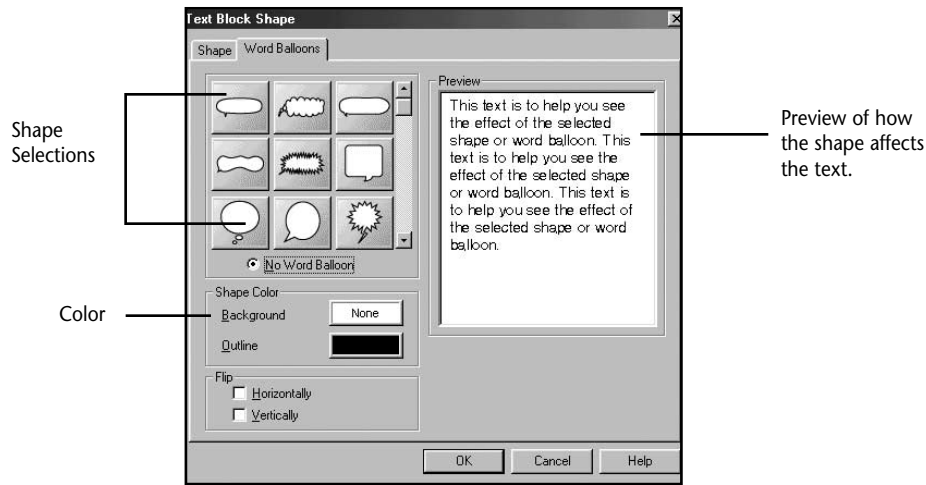
The color behind the text defaults to white and the outline defaults to black.

You can click the **Background** button to change a color for the silhouette or outline of the text block shape. Click the **Outline** button to display the **Color Palette**. Click **None** to turn off the outline of the text block shape.

**Tip:** The more text that you have in a text block the better the text fills the shape. You might need to reduce the font size to better conform to the contours of the shape.

To create a word balloon shape:

1. Select a text block by clicking it once on your panel.
2. Select **Word Balloons** from the **Text** menu to display the **Text Block Shape** dialog box, then click the **Word Balloons** tab.



*TextBlock Shape dialog box: Word Balloons tab*

3. Click on a word balloon shape to see it in the preview area.  
The balloon appears with a white background and black outline.
4. Optional: Change the balloon background and outline colors by clicking the **Background** button for each.
5. Click **OK** when the preview looks the way you want it.

## Text Around Graphics

Use the Text Around Graphics feature to determine how you want text to wrap around an object in your document. Use this when text and graphics are displacing each other.

To wrap text around an object that is placed on top of the text block:

1. Click on the text block that you want to edit.
2. Select **Text Around Graphics** from the **Text** menu to display the dialog box.
3. Click one of the Text Wrap options to determine how you want text to flow around a graphic in the text block:
  - **Wrap text around the border of the graphic** – Text aligns to the rectangular border of the graphic.
  - **Wrap text around the contours of the graphic** – Text aligns to the exact contours of the graphic.
  - **Text ignores the graphic** – Graphic appears right over the text.





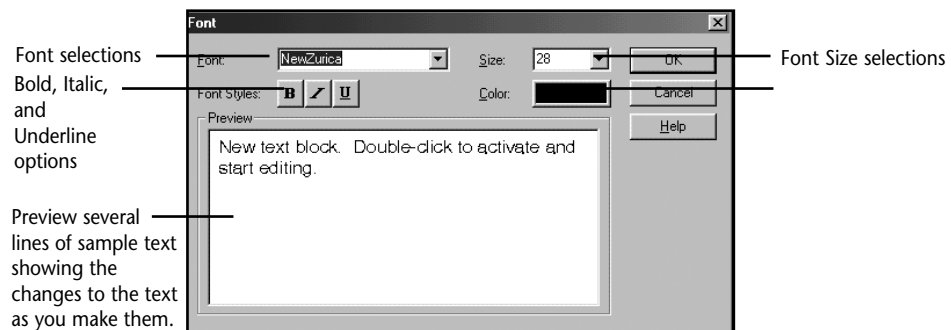
4. Click an option to determine how tightly you want the text to wrap around the graphic: Tight, Medium, or Loose.
5. Click **OK** to accept the attribute.

## Working with Text

### Changing Text Font and Color

To change the font of text within a text block:

1. Highlight the text that you want to format (drag the pointer through the text with your mouse).
2. Select **Font** from the **Text** menu to display the **Font** dialog box.



*Font dialog box*

3. Select a font from the **Font** drop-down list.
4. Select a font size from the **Font Size** drop-down list.  
The list gives you a choice of popular sizes, or you can enter any number between 4 and 144 (depending on the project type).
5. Click the **Color** button.  
The **Color Palette** appears. The top of the Color Palette shows the six most recently used colors. You can select one of them, or choose another color from the palette.
6. Click once on the color that you want to apply.  
The text appears in your project with the color applied. You can also apply color to a portion of the text block by highlighting only the words that you want to color.
7. Click **OK** to accept the changes and return to the Design Desk.



## Using Bullets

Use the bullet feature to create lists in a text block.

To apply bullets within a text block:

1. Select a text block that you want to use as a bulleted list.
2. Select **Turn Bullets On** from the **Text** menu.

The text block will now be a bulleted list; each paragraph is one bullet.

To turn off bullets within a text block, click **Turn Bullets Off** from the **Text** menu.

## Hyphenation

You can choose to hyphenate or not hyphenate words within a text block.

To hyphenate words within a text block:

1. Select a text block that you want to hyphenate.
2. Select **Turn Hyphenation On** from the **Text** menu.

The text in the text block will now use hyphenation as needed.

To turn off hyphenation within a text block, click **Turn Hyphenation Off** on the **Text** menu.

## Inserting Symbols

*The Print Shop* provides a variety of symbols in a symbol palette for you to insert into your text block.

1. Place your pointer where you want to insert a symbol in the text by double-clicking in the text block.
2. Select the **Insert Symbol** command from the **Text** menu to display the **Insert Symbol** dialog box.
3. Select a symbol and click **Insert** or double-click the symbol to insert it into the text at the pointer location.



## Edit List

The List feature in *The Print Shop* lets you maintain one or more simple databases of names and addresses or other information. You can then use these lists with the **Insert Address/List Field** command on the **Text** menu to import the information into a text block.

### Converting Older Lists

*The Print Shop* will convert any previous address or custom list to the new format. If you select an older list file, you are prompted to convert it to a Print Shop 7 list. If you click **No**, the operation is canceled. If you click **Yes**, a **File Save** dialog box lets you select a new name and location for the file, and the file is converted. (You cannot overwrite the existing file.) The selected list will be the new default list for *The Print Shop*.

### Edit Address List

To create a new list of records (for example, mailing list contacts):

1. Select **Edit Address List** from the **Tools** menu.
2. If this is your first time creating a list of records, begin filling in the information fields, as necessary.
3. Click the **Add Entry** button to submit each record.
4. Click **Save List** to store these records in a file.
5. Click **OK** when finished.

To edit an existing list:

1. Select **Edit Address List** from the **Tools** menu.
2. If the list that you wish to edit is displayed as the **Current List**, you can modify existing entries, add new entries, or delete entries. Or you can edit another list by clicking the **Change List** button to display and select the list to edit.

### Edit Custom List

The custom list feature lets you create your own fields of information. It is used typically to create items such as VCR or audio cassette labels. Enter, delete, add, and save information in the same way as you do for the address list.

1. Select **Edit Custom List** from the **Tools** menu.  
The currently opened list file name appears or, if this is a new entry, **Select Custom List** appears.
2. Enter the information in the blank fields provided.



3. Click the **Add Entry** button to submit each record.
4. Click **Save List** to store these records in a file.
5. Click **OK** when finished.

Custom lists can be edited in the same way as address lists.

## Inserting a List into a Project

*The Print Shop* lets you insert information from either an address list or a custom list into a text block. Use this feature to print multiple copies of one project quickly.

To insert a list into a project:

1. Double-click in a text block into which you want to insert a list field.
2. Click in the text where you want the field to be inserted.
3. Select **Insert Address/List Field** from the **Text** menu to display the **Select List Type** dialog box.
4. Click either the **Address List** or the **Custom List** option and click **OK**.

The appropriate **Select List Field** dialog box appears. Once you insert a Custom list or an Address list, the dialog box for that type always appears.

5. Select a field to insert into your project.

A placeholder for the field appears in the text block.  
For example, "Hello <First Name>! You're invited to..."

## Merging List Information When Printing

When you are ready to print a project, select the list that you want to work with and select the entries that you want to print. The **Print** dialog box displays a **Change List** button that becomes active if the project that you are printing contains any list fields. Click this button to display the **Select Address List** dialog box.

The entries of the most recently edited list appear. At first all entries are highlighted. You can scroll through and select or deselect entries. To use a different list or to open a list that was created in an earlier version of *The Print Shop*, click **Open Another List** and navigate to the list you want.

When all the entries that you want are selected, click **OK** to print. A new entry is printed in place of the field placeholder. Each entry from the list is printed on a project until all the entries have been printed.



## Create a Custom Graphic

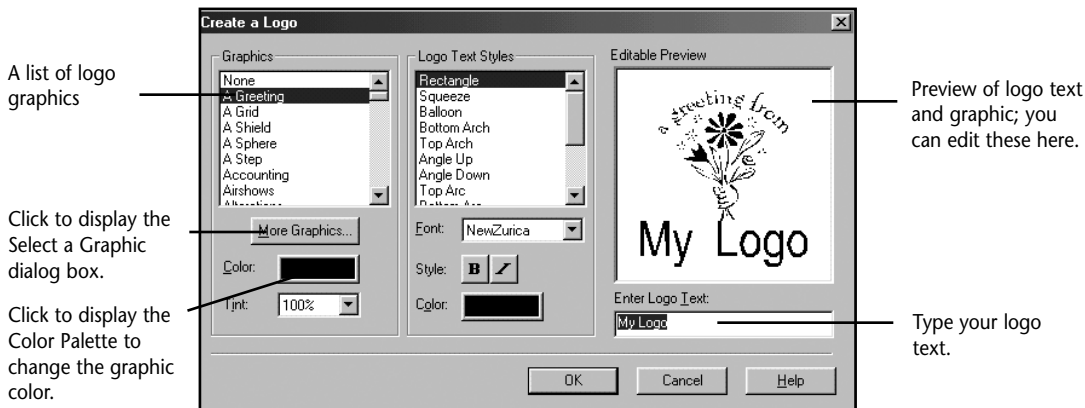
Custom graphics provide you with a set of special graphic types to include in your project. You can customize each type in its own dialog box. To view a custom graphic dialog box, click **Custom Graphics** on the **Insert** menu and select a graphic type. The dialog box for the type you selected appears.

### Logos

Using the Logo custom graphic, you can construct simple headline and graphic combinations. *The Print Shop* provides a selection of graphics designed especially to use when making a logo.

To create a logo:

1. Select **Custom Graphics** from the **Insert** menu and select **Logo** to display the **Create a Logo** dialog box.



Create a Logo dialog box

2. Type your logo message in the **Enter Logo Text** field.
3. Select a graphic on the Logo Graphics list and the graphic appears in the preview area.  
*Note: If the selected graphic is multicolored, the **Color** button is inactive.*
4. Select a font on the Logo Text Styles list.  
The preview area displays your logo text with the effects of the style you selected.
5. Select a different font on the drop-down list to change the font of the headline.
6. Click the **Color** button to display the basic **Color Palette** to change the color of the text face.
7. Click **OK** to place the custom logo graphic on the panel.



## Creating a Colophon

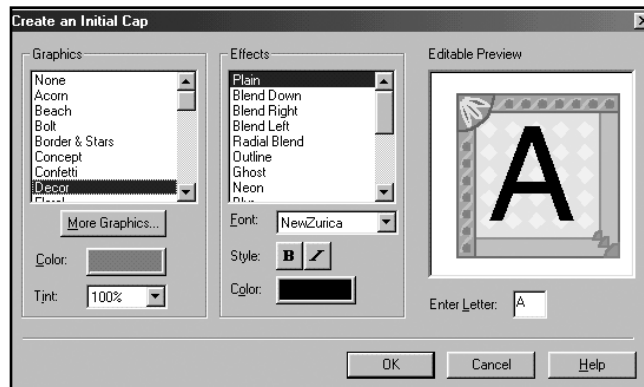
You can use the logo graphic to design your own colophon and uniquely personalize the cards you create. Use the first sample logo, A Greeting, as a fun way to identify yourself on cards you create for family and friends. After you design your colophon, use it as an imprint on your cards to announce a product made by you!

## Initial Caps

The Initial Cap graphic lets you construct decorative, custom initial capital letters by combining a square graphic background with a single headline letter.

To create an initial cap:

1. Select **Custom Graphic** from the **Insert** menu and select **Initial Cap** to display the **Create an Initial Cap** dialog box.



*Create an Initial Cap dialog box*

2. Type one letter in the **Enter Letter** box.
3. Select a graphic from the initial cap **Graphics** list, and the graphic with the letter appears in the preview area of the dialog box.

Click the **More Graphics** button to display the **Select a Graphic** dialog box showing the square graphics available. Select any of these to use in your initial cap.

4. Click the **Color** button to display the **Color Palette** to change the color of a monochrome graphic.

If the selected graphic is multicolored, the **Color** button is inactive (grayed).

5. Select an item on the initial cap **Effects** list.

The preview area displays your initial cap text with the effects of the style you selected.

6. Select a different font from the drop-down list to change the font of the headline.



7. Click the **Color** button to display the basic **Color Palette** to change the color of the text face.
8. Click **OK** to place the initial cap in your document.

## Numbers

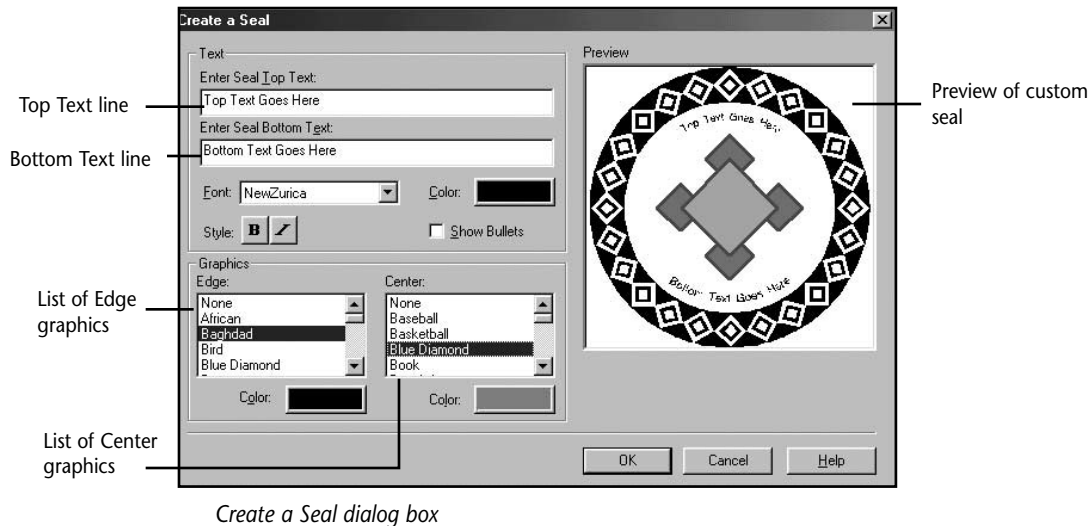
The Number custom graphic lets you combine a headline number with a square graphic background. The **Create a Number** dialog box works exactly the same way as the **Create an Initial Cap** dialog box described above. In the **Create a Number** dialog box, three characters are allowed. You can automatically add a suffix such as "th" to create an ordinal number by selecting the **Smart Suffix** check box.

## Seals

Seals are a great addition to certificates that you create. Seals are circular graphics made up of decorative center graphics, edge graphics, and one or two lines of text (top and bottom) placed between the center and the edge.

To create a seal:

1. Select **Custom Graphics** from the **Insert** menu, and click **Seal** on the submenu to display the **Create a Seal** dialog box.



*Create a Seal dialog box*

2. In the **Enter Seal Top** field, type text (up to 65 characters) that will appear in the top portion of your seal.
3. In the **Enter Seal Bottom** field, type text (up to 65 characters) that will appear in the bottom portion of your seal.



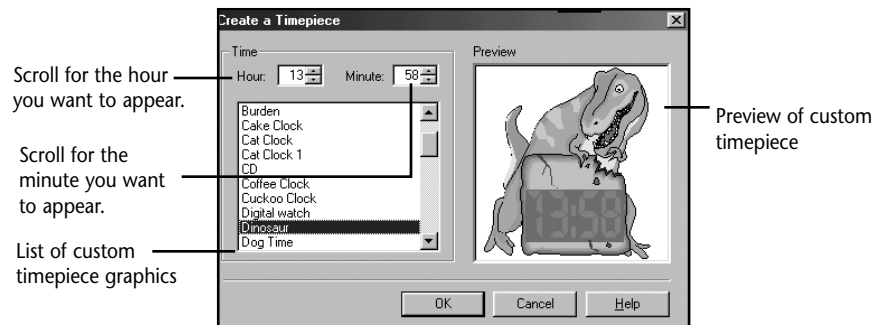
4. Choose a font on the drop-down list of fonts to select or change the font of the text.
5. Select the **Show Bullets** check box to show bullets separating the top and bottom text.
6. Click the **Color** button to display the basic **Color Palette** to change the color of the text face.
7. Select a graphic on the **Edge** graphic list and the graphic appears on the outer edge of the seal in the preview area.
8. Select a graphic on the **Center** graphic list and the graphic appears in the center of the seal in the preview area.
9. Click the **Color** button to display the **Color Palette** to change the color of a monochrome graphic.  
If the selected graphic is multicolored, the **Color** button is inactive.
10. Click **OK** to place the custom seal on the panel.

## Timepieces

Using the **Create a Timepiece** dialog box you can create a timepiece graphic and set an exact time within it. The preview shows the timepiece graphic with your computer's current time.

To create a timepiece:

1. Select **Custom Graphics** from the **Insert** menu, and click **Timepiece** on the submenu to display the **Create a Timepiece** dialog box.



*Create a Timepiece dialog box*

2. Select a time using the **Hour** and **Minute** spin boxes.  
You can also enter a number from 00 to 23 in the **Hour** box and from 00 to 59 in the **Minute** box.





3. Select a graphic on the graphics list and the graphic appears in the preview area.
4. Click **OK** to place the custom timepiece graphic on the panel.

## Signatures

Signatures provide a line of subtext to make it easy to create authorizations for certificates and other official documents. A signature is a custom graphic containing a line, subtext, and an optional autograph. *The Print Shop* provides a fun set of autographs of famous people to use with your signature.

To create a signature:

1. Select **Custom Graphics** from the **Insert** menu, and click **Signature** on the submenu to display the **Create a Signature** dialog box.



*Create a Signature dialog box*

2. Type the text (up to 50 characters) that will appear below the Signature line in the **Text Below Signature** field.  
To change the font of the text, select another font on the **Font** drop-down list.
3. Click the **Color** button to change the color of the signature text.
4. Optional: Select a famous signature on the scrolling list to add above the Signature line.  
Click the **Color** button to change the color of a famous signature.
5. Click **OK** to place the signature custom graphic on the panel.



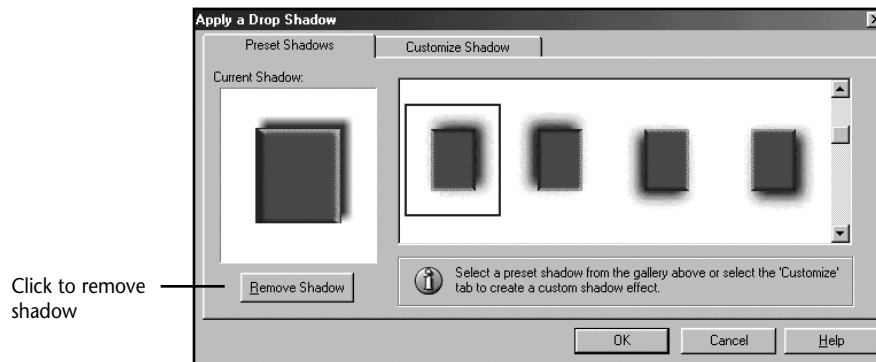
## Special Effects for Objects

You can apply special effects to your objects by selecting a shadow, a glow, or an edge effect. You have a choice of variations of each effect that let you create truly unique effects around your objects.

### Apply Drop Shadow

You can apply preset drop shadows to a selected object or you can customize a drop shadow to your own settings and color.

1. Select the object to which you want to add a drop shadow effect.
2. On the **Effects** menu, click **Apply Drop Shadow** to display the dialog box.

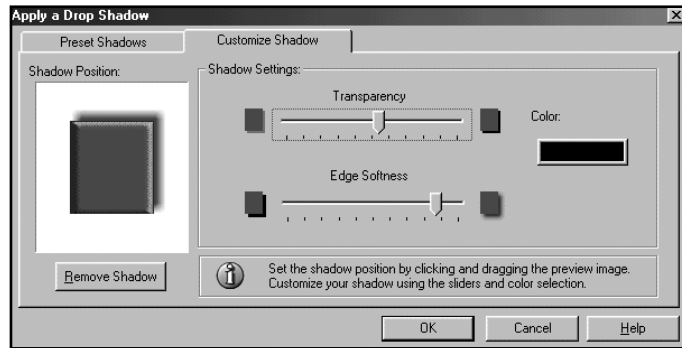


*Apply a Drop Shadow dialog box: Preset Shadows tab*

3. Click to select one of the samples.
4. Click **OK** and the shadow is applied to the object.



Click the **Customize Shadow** tab to customize and create your own shadow effect.



*Apply a Drop Shadow dialog box: Customize Shadow tab*

You can set the shadow and change the shadow coloring for your own special shadows.

## Apply Radiant Glow

Applying and customizing a radiant glow works the same way as applying a drop shadow, except that a glow instead of a shadow appears around your object. You can apply preset Radiant Glows to a selected object or you can customize a Radiant Glow to your own settings and color.

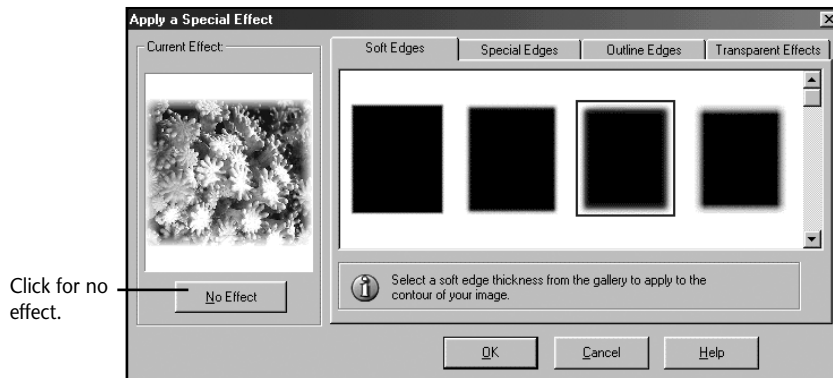
1. Select the object to which you want to add a Radiant Glow effect.
2. On the **Effects** menu, select **Apply Radiant Glow** to display the dialog box.
3. Click to select one of the samples.
4. Click **OK** and the glow is applied to the object.

Click the **Customize Glow** tab to customize and create your own radiant glow effect.

## Apply Special Effects

*The Print Shop* provides three special effects for the edges of an object and a transparent effect for the overall look of the object.

1. Select the object to which you want to add a special effect.
2. On the **Effects** menu, click **Apply Special Effect** to display the dialog box.

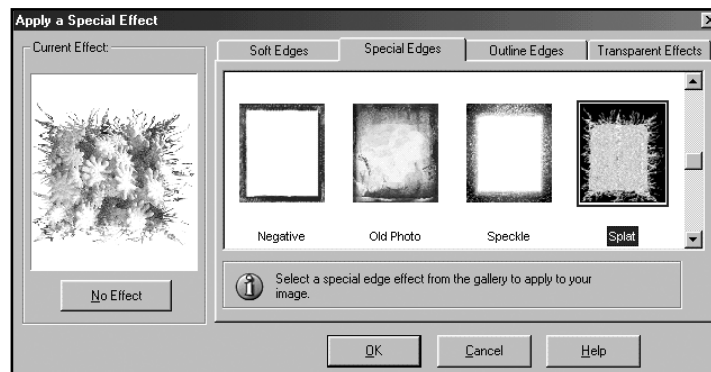


*Apply a Special Effect dialog box: Soft Edges tab*

3. Click to select one of the soft edge options.
4. Click **OK** and the soft edge is applied to the object.

Click the other tabs in this dialog box to give your object a whole range of special effects.

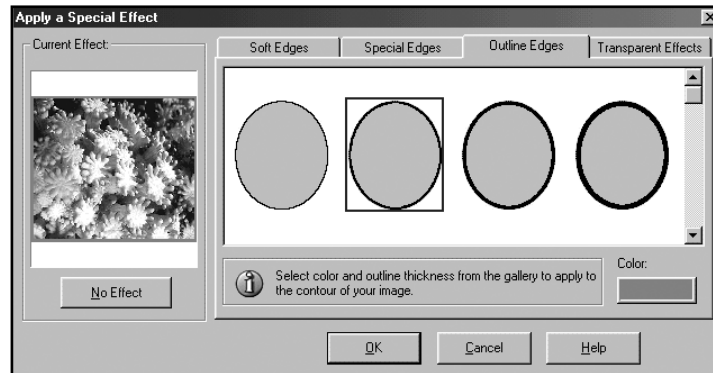
- Click the **Special Edges** tab to apply a special edge design to your object.



*Apply a Special Effect dialog box: Special Edges tab*

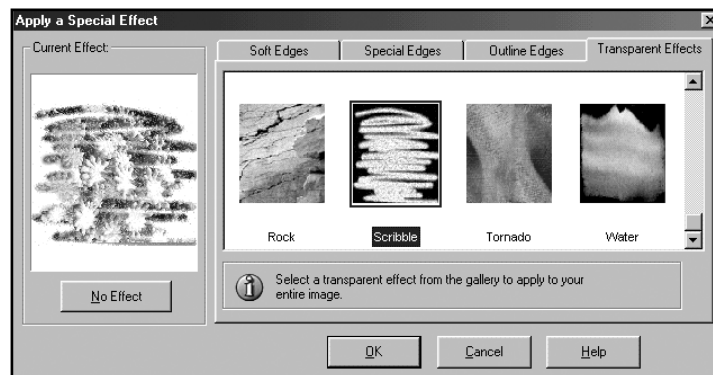


- Click the **Outline Edges** tab to apply an outline edge design to your object.



*Apply a Special Effect dialog box: Outline Edges tab*

- Click the **Transparent Effects** tab to apply an overall transparent effect to your object.



*Apply a Special Effect dialog box: Transparent Effects tab*



## Photo Workshop

The Photo Workshop lets you make modifications to a selected photo or fine art image in a project using photo editing and enhancement tools. This is a full-function, yet easy-to-use, editing program that lets you edit and clean up your photos. All the functions are available when you have a photo selected and click the **Photo Workshop** button on the Object toolbar.

*Note: Your original image on disk or CD is not modified.*

You have an **Undo** button on every screen to step back through your actions in that tab. If you click **OK** or go to another tab, the changes you made to the image become permanent. To recover the image before the last entry into Photo Workshop, click the **Revert** button or click **Undo** at the Design Desk.

*Note: You can also click the **Edit Image** button on the **Import** tab of the **Select a Graphic** dialog box to view the Photo Workshop.*

To edit a photo:



1. Select a photo that appears in your project on the Design Desk.
2. Click the **Photo Workshop** button on the Object toolbar.
3. Select one of the options that appears in the submenu.

The following sections describe each tab of the Photo Workshop.

- Click **Crop/Orientation** to crop and rotate your photo.

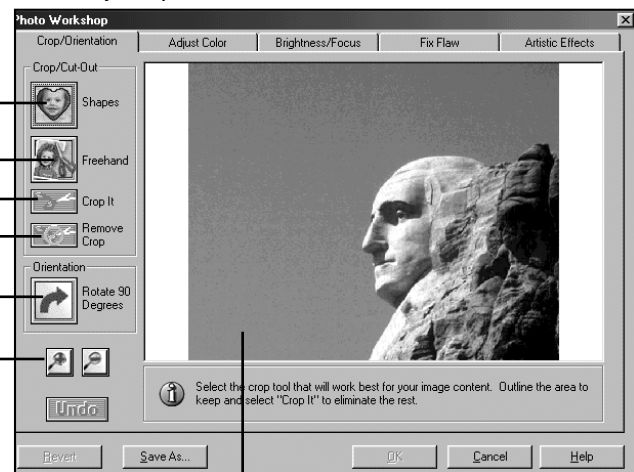
1. Click a tool to outline crops and cutouts of the photo.

2. Click to crop or cut out selection.

3. Click Remove Crop to undo the cut.

4. Rotate your photo.

Click to zoom, enlarge, or reduce your photo.



Preview your photo as you make changes.

*Photo Workshop dialog box: Crop/Orientation*

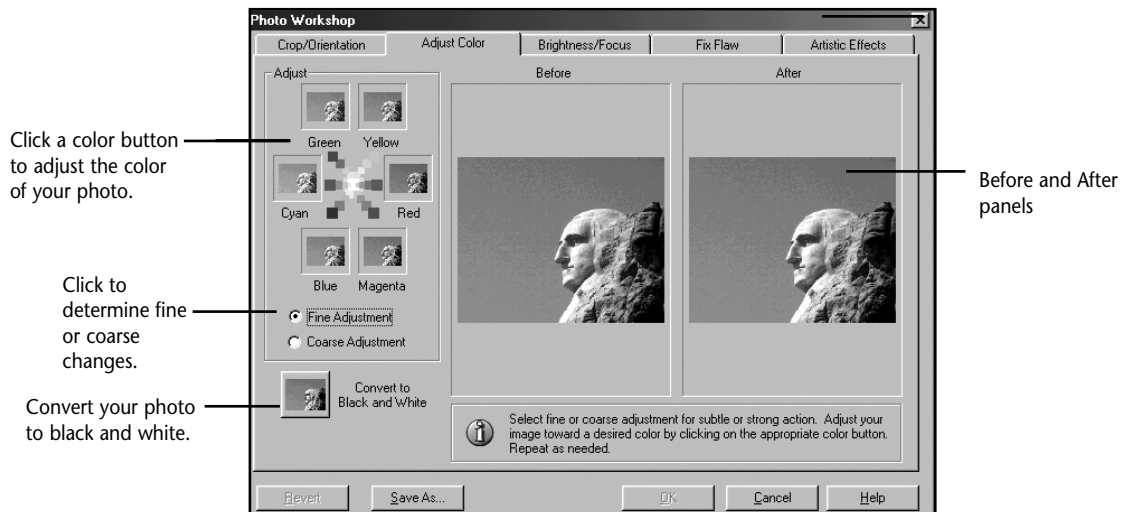


The **Save As** button is available in every tab of the Photo Workshop. Click **Save As** to save a copy of the photo or art that you are editing in any of these formats: PICT, JPEG, BMP, TIFF, and PNG.

*Note: This does not save your project, only the photo you are editing.*

- Select **Adjust Color** from the **Photo Workshop** submenu to open the tab and begin adjusting the color of your photo or converting a color photo to black and white.

You can also click the **Adjust Color** tab whenever the Photo Workshop is open to display these options.



*Photo Workshop dialog box: Adjust Color*

A double panel shows you the photo “Before,” as it appears when you open Photo Workshop, and “After,” showing all the adjustments you make.



- Select **Brightness/Focus** from the **Photo Workshop** submenu to open the tab and begin adjusting the brightness and/or the focus of your photo.

You can also click the Brightness/Focus tab whenever the Photo Workshop is open to display these options.

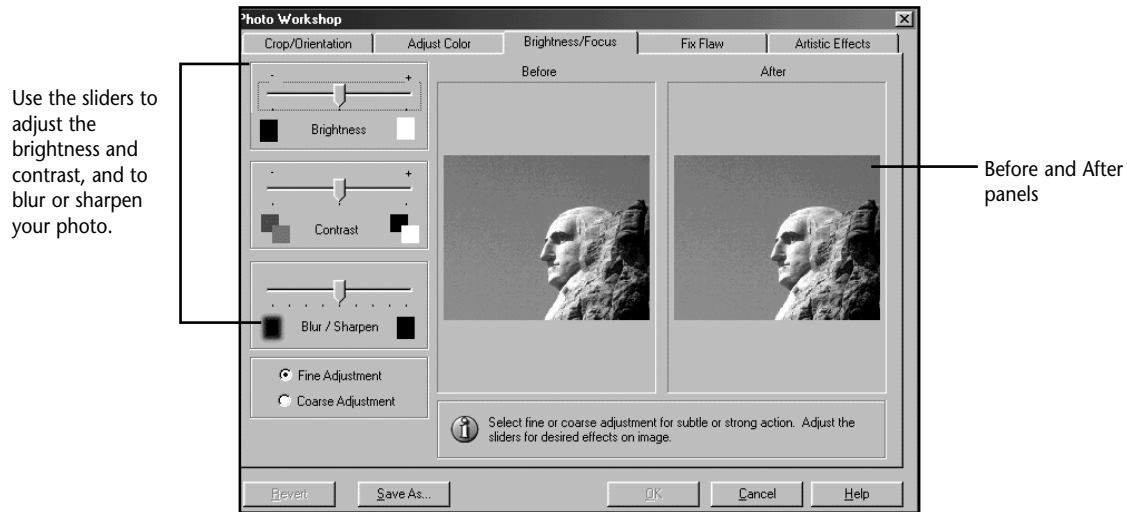


Photo Workshop dialog box: Brightness/Focus

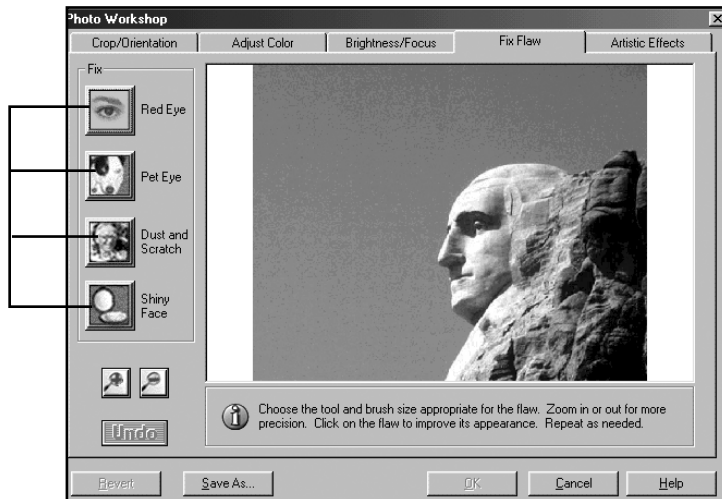




- Select **Fix Flaw** from the **Photo Workshop** submenu to open the tab and begin fixing any flaws (red eye, shiny face, and more) in your photo.

You can also click the **Fix Flaw** tab whenever the Photo Workshop is open to display these options.

Click one of the tools to display a series of brush sizes. Use the appropriate brush for the flaw you want to fix.



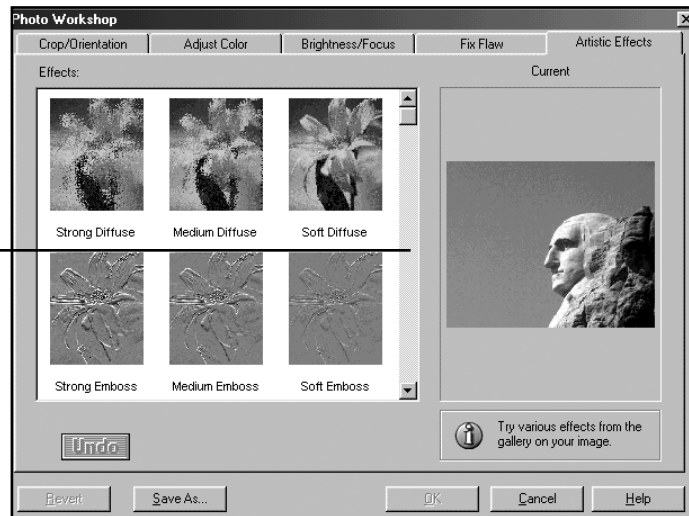
*Photo Workshop dialog box: Fix Flaw*



- Select **Artistic Effects** from the **Photo Workshop** submenu to open the tab and begin applying effects to your photo.

You can also click the **Artistic Effects** tab whenever the Photo Workshop is open to display these options.

Scroll through the sample effects, and click the one you want to apply to your photo.



*Photo Workshop dialog box: Artistic Effects*

The artistic effects let you diffuse color, emboss, pixelate, posterize, add a sepia tone, and more to the selected photo. You can try out the effect on your photo, and the result will appear immediately in the Current photo area.



## Printing

When you are ready to print your project, click **Print** on the **File** menu. The **Print** dialog box appears with the option for the particular project you are printing. After you make your selection, click the **Print** button to start printing.

This **Print** dialog box specifies the attributes that you need for printing signs. These specifications appear in other Print dialog boxes, but the Page Setup attributes are for Sign projects only.

The following describes the **Print** dialog box:

- **Printer Name** – A drop-down list of available printer names.
- **Properties** – Displays the selected printer's properties dialog box.
- **Total List Entries** – Displays the number of selected entries on the selected list.
- **Total in List** – Displays the total number of entries in the selected List File.
- **Current List File** – Displays the name of the selected list.
- **Preview area** – Displays the panel as it will print on paper.

In addition to the standard print attributes, the dialog box also displays a Page Setup for the specific project you are printing. The Sign project has the following attributes:

- **Number of Copies** spin box – Enter the number of copies you want to print. The default is one copy and the maximum is 200.
- **Coloring Book Outline** – Select this check box to print objects with black outlines only.
- **Mirror Image** – This appears only for Sign projects. Select this check box to cause all objects on the Sign project to be reversed on the page.
- **Scale** menu – The options are 1 sheet by 1 sheet, 2 by 2, 3 by 3, and 4 by 4.

### Coloring Book Mode

Select the **Coloring Book** mode check box to print objects in black outline form only. Using Coloring Book mode saves printing ink and toner, as well as printing time. Coloring Book mode is useful for printing a proof of your project without using a lot of ink or toner.

*Note: Not all graphic types will print in coloring book mode.*



## Special Printing

### Banner Length

Use the **Banner Length** command specifically for printing banners. Usually, the banner will extend in proportion to the number of characters in the banner headline. The **Banner Length** dialog box lets you set a fixed length for the banner or specify leading and trailing space for the banner headline, making the banner longer.

1. Select the **Banner Length** command from the **Edit** menu.
2. Enter a **Leading** and **Trailing Space** between 0 and 40.  
This adds extra space before or after the banner headline.
3. Enter a number between 2 and 35 in the **Banner Length** field to set the number of pages for the banner.
4. Click **OK**.

### Two-sided Printing

Some projects require printing on both sides of the paper. Postcards and 1/2 fold greeting cards are examples of this. After you print one side, you are then prompted to print the other side. Depending on your printer, you may need to re-insert the paper to print the other side. You should do a practice print first to familiarize yourself with how your particular printer operates.

### Printing Postcards

Another example of a Page Setup is the **Print Post Card Project** dialog box. It contains many of the standard attributes and a few more that are necessary to print postcards.

- **Front and Back buttons** – Specify whether to print the front or the back side of the postcard.
- **Select All** – Selects all panels to print.
- **Crop Marks** – Select this check box to cause crop marks to print on the page. Crop marks can help you to accurately cut the printed postcards. If one of the perforated buttons is selected, the check box is inactive.



## Printing Labels

You can print up to 33 labels to a sheet, depending on the paper stock you are using. The **Print** dialog box previews the page. You can also print just one or a selected number of labels. Click one of the labels or select several of the labels in the preview area and then click **Print**. To print the entire page of labels, click **Select All**. All the labels are selected and printed.

If you are merging a list, choose the list and the list entries you want to merge. *The Print Shop* prints one label for each selected item on the list.

## Printing Business Cards

Business cards print 10 to a sheet (or on some printers, 8 to a sheet). You can print the cards directly onto card stock or make one copy and use a photocopy machine to produce additional sheets.

You can also print just one or a selected number of cards. Click one of the cards or select several of the cards in the preview area and then click **Print**. To print the entire page of cards, click **Select All**. All the cards are selected and printed.

## Printing an Envelope

Another project with special attributes is the Envelope project. You can select the number of copies and Coloring Book Outline, and you can also select **Feed** position, which is important for printing an envelope correctly. *The Print Shop* selects appropriate settings for your printer. Test the printing for your envelope on a piece of paper.

If your envelope is not printing correctly, use these controls to make adjustments.

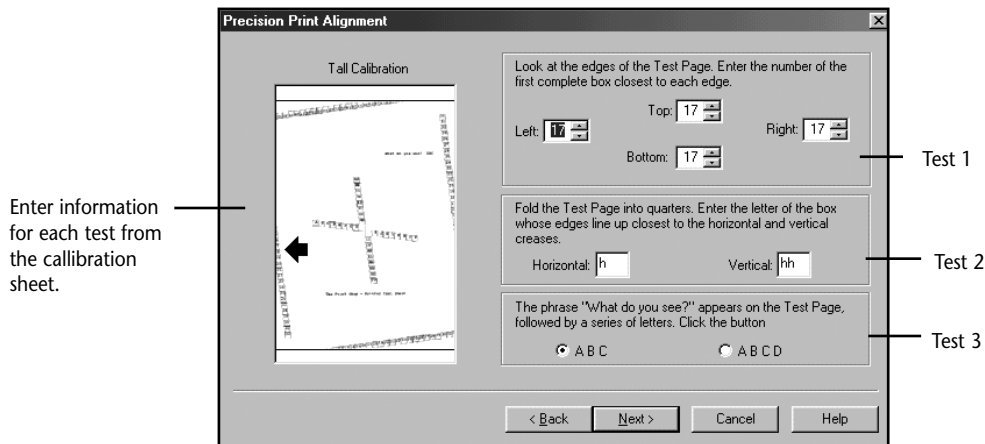
- **Feed** position – Click a button to specify how the printer will accept envelopes:
  - lengthwise – left, center, or right
  - widthwise – left, center, or right
- **Print Shop cut-out envelope** – Prints to an 8.5-x-11-inch sheet of paper in the middle of the page, and provides cutout marks so that you can cut and fold the paper to accommodate a Print Shop Quarter Fold greeting card.



## Precision Print Alignment

On the **File** menu, click **Precision Print Alignment** to display the **Precision Print Alignment** dialog box with calibration results. The test sheet will show whether *The Print Shop* has the correct information regarding the printable area for the printer.

You answer questions about your printer and paper size, and then The Print Shop displays the results for Tall and Wide Calibration.



*Precision Print Alignment dialog box: Tall Calibration*

The printed calibration sheet gives you accurate information about the printer to update. Using the results from the printed calibration sheet, enter the requested information in the **Calibration Results** dialog box.

Several calibration tests are run and the results appear on the sheet. These are:

- **Test 1** – Gives you the exact printable area for the selected printer. Enter a value for **Top**, **Bottom**, **Right**, and **Left** sides. Review the series of squares along each side and enter the lowest value square that printed with all four sides visible.
- **Test 2** – Lets you determine the precise center of the page. Fold the sheet into quarters and indicate the squares that lie within the crease of the page.
- **Test 3** – Asks you to indicate what is on their sheet—ABC or ABCD. You can detect whether the printer handles transparent bitmaps correctly and whether you have a problem with text running across page boundaries.



## Internet Access

### Sending Online Greetings

Once you have finished designing your greeting, click the **Send** command on the **File** menu to display the **Prepare Your Message** dialog box.

Fill in the following information:

- **Subject:** Type a subject heading.
- **To:** Type the recipient's email address.
- **Recipient** address list box: Lists all the email addresses entered. You can enter up to 100 addresses. After one address is entered, the **Send** button becomes active.
- **List Merge** button: Click to display the List selection window. Select email addresses from an address list.
- **Add** button: The address currently in the **To** field is moved to the **Recipient** List box.
- **Delete** button: Deletes the currently selected address in the **Recipient** List box.
- **Message** box: Type a message in this box.
- **Send** button: Sends your message and greeting to the address you indicate.
- **Configure:** Lets you enter or edit information about your Internet access.

### Exiting The Print Shop

When you exit, *The Print Shop* prompts you to save any changes to your open projects, closes any open documents, and then exits the program.

To exit *The Print Shop*:

- Select **Exit** from the **File** menu, or click the **Close** box in the upper-left corner of the application window.







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